

**HMNS Volunteer Department
Administrative Assistant**

Full Name:
Email Address:
Current HMNS Department in which you are employed (if applicable):
Current Supervisor:

An onsite interview at HMNS will be required for any qualified candidates with complete applications. Please circle, generally, the days and times you will be available for an interview if selected. These are all broad windows of time for availability.

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Weekends
8am – 10am	8am – 10am	8am – 10am	8am – 10am	8am – 10am	8am – 10am
10am – 12pm	10am – 12pm	10am – 12pm	10am – 12pm	10am – 12pm	10am – 12pm
12pm – 2pm	12pm – 2pm	12pm – 2pm	12pm – 2pm	12pm – 2pm	12pm – 2pm
2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm	2pm – 4pm
4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm	4pm – 6pm

Reference: Relationship to you: Phone number: Email address:	Reference: Relationship to you: Phone number: Email address:
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Please answer the following questions.

What one word would your current supervisor use to describe you?
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Describe a positive experience you have had with children other than relatives:

What interests you about working in the Volunteer Department?

List any experience you have working with HMNS educational programming?

What would your current supervisor say is your greatest strength? Your greatest weakness?

Do something in this box:



Describe a situation in which you worked as part of a team but your team failed to accomplish your goal. What was your role? What did you learn?

What is your best kid appropriate joke?

What have you done to improve your job skills in the last twelve months?

What is your favorite science fact?

What relevant experiences do you have that would qualify you for this position?

Why should we hire you?