

# 2017

Wetzel County Chamber of Commerce

P: 304-455-3825

## EMPLOYMENT OPPORTUNITY

### PT Clerical Assistant

Want to be part of an amazing organization  
that makes a difference for businesses and local communities?

If you are a team player, energetic, and creative this position is for you.  
Wetzel County Chamber of Commerce is hiring a part time clerical assistant.

Submit resume and application to: Wetzel County Chamber of Commerce, P O  
Box 271, New Martinsville, WV 26155 or email to  
[chamber@wetzelcountychamber.com](mailto:chamber@wetzelcountychamber.com) by May 15.

Provide 2 personal references and 3 job related references



# WETZEL COUNTY CHAMBER OF COMMERCE

## APPLICATION FOR EMPLOYMENT

---

---

### PERSONAL INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_  
Street City/State Zip

Contact Information: \_\_\_\_\_  
Home Telephone Mobile Telephone Email

*How did you learn about our company?*

---

---

POSITION SOUGHT: \_\_\_\_\_ Available Start Date: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_ Are you currently employed? \_\_\_\_\_  
Hourly or Salary

---

---

### EDUCATION

	Name and Location	Graduate? – Degree?	Major / Subjects of Study
High School			
College or University			
Specialized Training, Trade School, etc...			
Other Education			

---

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

---

---

---

# WETZEL COUNTY CHAMBER OF COMMERCE

## PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

---

---

---

---

---

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

---

---

---

---

---

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

---

---

---

---

---

Dates Employed	Company Name	Location	Role/Title

Job notes, tasks performed and reason for leaving:

---

---

---

---

---