



721 W. Maple St, PO Box 1056, Rawlins, WY 82301 Phone: 307-324-7156, Fax: 307-328-1651
E-mail: gonzalesp@cccounselingcenter.com

Please fill out application electronically, and then print it to be signed. Once completed and signed, please submit via mail, fax or email.

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name Karstens	First Sara	M.I. E	Date 06/04/2011
Street Address 1712 Loch Lomond		Apt./Unit #	
City Rawlins	State WY	ZIP 82301	
Phone 7206356822	E-mail sarazugzug@msn.com		
Date Available 06/06/2011	SSN 520-96-1812	Salary Requirement \$12+	
Position Applied for Receptionist/Office Assistant			
Are you eligible to work in the United States? Yes ☒ No ☐		Are you 18 years of age or older Yes ☒ No ☐	
Have you ever worked for this company? Yes ☐ No ☒		If yes, when?	
Are you related to any current employees? Yes ☐ No ☒		If yes, please list	
Do you have a valid driver's license? Yes ☒ No ☐		State & License # 106341-589 WY	
Have you been convicted of a DUI in the last 5 years? Yes ☐ No ☒			
Have you ever been convicted of a felony? Yes ☐ No ☒		If yes, explain	
Are you a veteran? Yes ☐ No ☒		Duty/specialized training	

EDUCATION

High School Rawlins High School	Address 1401 Colorado St		
From 08/1995	To 05/1999	Did you graduate? Yes ☒ No ☐	Degree Diploma General
Undergraduate College University of Wyoming	Address Laramie, WY		
From 08/1999	To 05/2004	Did you graduate? Yes ☒ No ☐	Degree Elementary Education/Cultural Diversity
Graduate College	Address		
From	To	Did you graduate? Yes ☐ No ☐	Degree
Other	Address		
From	To	Did you graduate? Yes ☐ No ☐	Degree
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.			

SKILLS & QUALIFICATIONS (If applying for administrative position)

Other qualifications such as special skills, abilities or honors that should be considered:
12 years of customer service experience

Types of computers, software and other equipment you are qualified to operate or repair:
All Microsoft Office products used for 12 years, Several Hotel PMS systems, Quickbooks

Professional licenses, certifications or registrations: