**Forensic Psychology Associates, P.C.**

5900 Harbour Park Drive, Midlothian, Virginia 23112

Voice: (804) 739-4669

Fax: (804) 739-6725

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| **Evan S. Nelson, Ph.D., ABPP, CSOTP** |  | **Michele Killough Nelson, Ph.D** |

**APPLICATION FOR EMPLOYMENT**

**2019 PART-TIME SECRETARIAL POSITION**

**(See “Job Description” at the End of the Document)**

*Please e-mail the completed application to* [*job-2019@psylaw.com*](mailto:job-2019@psylaw.com) *or fax it to (804) 739-6725.*

***If you have a resume please send that as well.***

|  |  |  |
| --- | --- | --- |
| **CONTACT INFORMATION** | | |
| Name: |  | |
| Address: |  | |
| Daytime phone: |  | (*Indicate the phone number at which you prefer to be called*) |
| Evening phone: |  |
| e-mail: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATIONAL DEGREES and/or TRAINING PROGRAMS** | | | |
| Institution | Degree Received | Major, Specialty, or Type of Training | Date Completed |
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|  |  |  |  |

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| --- | --- |
| **DO YOU HAVE EXPERTISE IN ANY OF THE FOLLOWING?**  **(please check all that apply)** | |
|  | Microsoft Word or Word Perfect  *\*\* What is your* ***typing speed*** *in Words Per Minute:* |
|  | Adobe Acrobat or other PDF Document Scanning/Editing Software |
|  | Document Scanning |
|  | Experience Using Database Software to Enter Information |
|  | Phone Skills / Customer Service Skills |
|  | General clerical skills |
|  | *Other experience relevant to this position:* |

**PAST EMPLOYMENT**

(if you need more space then please copy and paste additional copies of the table below)

|  |  |
| --- | --- |
| Company: |  |
| Supervisor & Phone: |  |
| When you worked there: |  |
| Please describe your duties: |  |
| Your reason for leaving: |  |

|  |  |
| --- | --- |
| Company: |  |
| Supervisor & Phone: |  |
| When you worked there: |  |
| Please describe your duties: |  |
| Your reason for leaving: |  |

|  |  |
| --- | --- |
| Company: |  |
| Supervisor & Phone: |  |
| When you worked there: |  |
| Please describe your duties: |  |
| Your reason for leaving: |  |

|  |  |  |
| --- | --- | --- |
| **TWO REFERENCES**  **(No family members, please. Professional references preferred.)** | | |
| Name | Relationship | Phone number |
| 1. |  |  |
| 2. |  |  |

For the purposes of compliance with The Immigration Reform Act:

**Are you legally eligible for employment in the United States?**

**YES NO**

**Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, or other crimes? This includes any felony convictions. If so, please attach an explanation to the application.**

**YES NO**

**CERTIFICATION**

I, the applicant, hereby certify that all entries on this form and any attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Forensic Psychology Associates, P.C., or its affiliates. I understand that all information on this application is subject to verification. *I consent to having all references called, and possibly all former employers and educational institutions called or contacted* regarding this application. I further authorize Forensic Psychology Associates, P.C., to rely upon and use, as it sees fit, any information received from such contacts.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of applicant Date Signed

[It’s OK to type your name,

and you can sign if and when

you come in for an interview.]

*Please e-mail the completed application to* [*job-2019@psylaw.com*](mailto:job-2019@psylaw.com) *or fax it to (804) 739-6725.*

***If you have a resume please send that as well.***

[draft: September 18, 2019]

**JOB DESCRIPTION – September 2019**

A part-time administrative assistant is needed at a business near Brandermill. The main duties include making phone calls to schedule and confirm appointments, filing, composing and sending out brief business letters, entering information into a database, scanning records, and whatever else needs to be done to be part of a team to help the office run more smoothly.   
  
The successful applicant needs to be available at least 4 days a week for a total of 20 hours of work per week, but will have the flexibility to set his or her regular hours within the 8 a.m. to 5 p.m. workday. Starting pay is $14.50/hour. There are no paid benefits for part-time employees. Excellent communication, writing, teamwork, and interpersonal skills are needed.

Thank you.