



CONTINENTAL *Dorset* CLUB

Application for the position of Executive Secretary/Treasurer

Name: _____ SSN: _____

Address: _____

Phone: _____

Email: _____

1) What training and/or experience have you had with managing an office, maintaining a database, and keeping financial records? Please list specific job responsibilities, with the relevant employer's name and contact information.

2) Evaluate your computer skills relating to (a) maintaining a database, (b) keeping financial records, (c) word processing and (d) graphic design.

3) What experience have you had in writing for publication? What is your experience utilizing and managing Social Media for an association or company?

4) Why are you interested in the position of CDC Executive Secretary/Treasurer?

5) What special skills could you bring to this position?

6) Do you have sufficient space in your home or available to you to set-up the CDC office?

7) What experience, if any, have you had with the sheep industry?

8) List three contacts who may serve as reference. Please provide phone and email information.

Signature _____ Date: _____

Please return this form along with a resume highlighting relevant experience to continentaldorset@gmail.com on or before July 1, 2023.