

Administrative Assistant & Commander/Sr. Vice Commander Secretary

Description of Duties

- Daily distribution of Operator Voice Mail
- Assists with incoming phone calls and directing to proper person
- Maintain Commander & Sr. Vice Commander's Calendar and handle incoming and outgoing correspondence
 - Scheduling appointments
 - Housing reservations
 - Flight reservations
- Assistant to the Executive Administrative Assistant
- Death Notices – distribute to Department Officers. Maintain a file to be sent to the Printshop for “Post Everlasting” at Convention.
- Meeting Minutes – distribute to committees
- Liaison to Department programs: maintain files for the committees to judge awards and send notices when selected

Boy Scouts

- Eagle Scout of the Year
- Square Knot Award

Community Service

- Newsletter Awards
- Scrapbook Awards
- Hall of Fame Award

Education and Scholarship

Safety, Law and Order

- Firefighter of the Year
- Law Officer of the year
- Youth Cadet Law Enforcement Program
- Back-up to the Receptionist
 - Distribution of mail
 - Record daily Transactions – run tape and reconcile with Membership and Finance
- Order items from Emblem Sales
- Enter Post, District & Division Certification information in the database
- Send Commission/Committee members letters once selected
- Dissemination of ROTC/JROTC Awards
- Maintain list of Chaplain's Cross recipients and send letters inviting them to convention to receive award
- Other duties as assigned

American Legion Department of Illinois Employment Application

- ✓ Please complete this application by typing or printing in ink. **INCOMPLETE** or **UNSIGNED** applications will not be considered.
- ✓ We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.
- ✓ Do you need an accommodation to participate in the application or interview process? ☐ Yes ☐ No

Employer _____ Job Order # _____
Job Title _____

PERSONAL DATA

Name _____
Present Address _____ City _____ State _____ Zip _____
Phone () - Message Phone () - E-Mail Address _____
Driver's License: Operator ☐ CDL ☐ CDL Type _____ Endorsements _____
Are you a Veteran of Military Service ☐ Yes ☐ No

EDUCATION

High School Diploma or GED? ☐ Yes ☐ No Post Secondary Degree? ☐ AA ☐ BA ☐ MA ☐ Ph.D.
Name of school beyond High School _____
Training Length _____ Date Completed _____
Major _____ Minor _____

WORK EXPERIENCE (List most recent work experience first)

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box _____ City _____ State _____ Zip Code _____
Job Title _____ Phone () - _____
Job Description (duties, skills, equipment used) _____

Dates: From (mm/yy) ____ / ____ To (mm/yy) ____ / ____ Reason for leaving _____

WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box _____ City _____ State _____ Zip Code _____
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Company Name _____ Immediate Supervisor _____

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WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____

Complete Address _____
 _____ Street / P.O. Box _____ City _____ State _____ Zip Code _____

Job Title _____ Phone () - _____

Job Description (duties, skills, equipment used) _____

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ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION

Volunteer Work

Licenses, Certificates, special skills, etc. _____

LIST REFERENCES (*preferably persons who know about your work/training*)

Name	Address	Phone Number
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Signature: _____ **Date:** _____

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer? ☐ Yes ☐ No

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons or companies from any liability or responsibility for providing such information.

The American Legion Department of Illinois

2720 E. Lincoln, Bloomington, IL 61704 Phone (309) 663-0361 Fax (309) 663-5783