



Mother Hubbard's CUPboard

1100 W. Allen Street • Bloomington, IN 47403 • www.mhcfoodpantry.org

To apply for Mother Hubbard's Cupboard **Administrative Assistant** position, applicants may fill out this application, send a resume, or share a video or audio recording addressing their work experience and fit for the role to Megan Betz at ceo@mhcfoodpantry.org. If you have any questions or would like assistance with the application, please contact Megan.

Name: _____

Email address: _____

Phone number where we can reach you: _____

When would you be available to begin this position?

Are you willing and able to provide proof of your COVID-19 Vaccination status?

Skills, Experiences, & Interest

Please outline the skills, experience, and interests that have prepared you for the Operations Manager position. We recognize that the skills preparing you for this position will come from a range of opportunities and experiences. You are welcome to include paid and unpaid work experience, service, volunteerism, and community organizing that relates to your ability to be successful in this position.

Experience 1

Employer or organization: _____

Your title or role: _____

Dates of involvement: _____

Summary of your primary responsibilities: _____

Experience 2

Employer or organization: _____

Your title or role: _____

Dates of involvement: _____

Summary of your primary responsibilities: _____

Experience 3

Employer or organization: _____

Your title or role: _____

Dates of involvement: _____

Summary of your primary responsibilities: _____

Do you have additional experience that you would like to share? If using a printed copy of this form, use the space below and/or reverse side of this form to add additional experiences. If using an editable, digital version, copy and paste above to create spaces for Experience 4 and beyond. For each, be sure to include all relevant information including name of employer/organization, your title or role, dates of involvement, and your primary responsibilities.