



Please list your weekly availability:

Monday	Tuesday	Wednesday	Thursday	Friday

Please rate your overall proficiency in Microsoft Office programs (Word, Excel, PowerPoint, Outlook). Then, please list individual computer skills below (e.g, website, graphic design, etc.)

Fair                  Good                  Excellent

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Please rate your overall proficiency in working in an office environment related to writing business correspondence, greeting visitors, event management, scheduling meetings, working remotely, etc., and identify specific experience below.

Fair                  Good                  Excellent

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**Please send your resume and cover letter, along with the completed application form to:**

**[info@arizonaforward.org](mailto:info@arizonaforward.org)**