

# HENRYETTA CHAMBER OF COMMERCE

EMPLOYMENT APPLICATION – CHAMBER DIRECTOR

Henryetta, Oklahoma

## APPLICANT INFORMATION

**Full Name:**

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**Address:**

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**City / State / ZIP:**

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**Phone Number:**

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**Email Address:**

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**Are you legally authorized to work in the United States?**

Yes     No

**Have you ever been employed by the Henryetta Chamber of Commerce?**

Yes     No

If yes, when? \_\_\_\_\_

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## POSITION INFORMATION

**Position Applying For:** Chamber Director

**Date Available to Start:**

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**Desired Salary Range:**

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## EDUCATION

**High School:**

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Location: \_\_\_\_\_

Graduated?  Yes  No    Year: \_\_\_\_\_

**College / University:**

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Location: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Graduated?  Yes  No    Year: \_\_\_\_\_

**Other Certifications, Training, or Relevant Coursework:**

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WORK EXPERIENCE

*(Begin with your most recent position)*

**Employer:**

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Primary Responsibilities:

**Employer:**

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Supervisor Name & Phone: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Primary Responsibilities:

SKILLS & QUALIFICATIONS

Check all that apply:

Leadership & Team Management

Budgeting & Financial Oversight

Event Planning & Coordination

Marketing & Social Media Management

Public Speaking & Community Relations

Grant Writing & Fundraising

Membership Recruitment & Retention

Strategic Planning

Microsoft Office / Google Workspace

Other: \_\_\_\_\_

PROFESSIONAL REFERENCES

*(List three professional references not related to you)*

**Reference 1:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 2:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 3:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SHORT ANSWER QUESTIONS

1. **Why are you interested in serving as the Chamber Director for Henryetta?**

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

2. **Describe your experience with community engagement or economic development.**

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

3. **What strengths would you bring to the Henryetta Chamber of Commerce?**

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

4. **How would you improve membership growth and retention?**

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

APPLICANT STATEMENT

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in disqualification or termination of employment consideration.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Submit a completed application, résumé, and three professional references in person at the Henryetta Chamber Office During Business Hours.