



St. James Chamber of Commerce Employment Application

Full Name: _____

Date: ____ / ____ / ____

Address: _____

City/State/ZIP: _____

Phone Number: _____

Email: _____

Position Information

Position Applying For: _____

Type of Employment Desired:

☐ Full-Time ☐ Part-Time ☐ Internship ☐ Temporary

Available Start Date: ____ / ____ / ____

Salary Expectation: \$_____ per (hour/year)

Education Background

School Name	Degree/Program	Years Attended	Graduation Year

Most Recent Employer:

Company Name: _____

Position Title: _____

Dates Employed: From ____ / ____ / ____ To ____ / ____ / ____

Key Responsibilities:

Most Recent Employer:

Company Name: _____

Position Title: _____

Dates Employed: From ___ / ___ / ____ To ___ / ___ / ____

Key Responsibilities:

Community Involvement & Volunteer Experience

Organization: _____

Role/Title: _____

Description of Involvement:

Skills & Qualifications

Computer Skills (e.g., MS Office, Quickbooks, Canva):

Public Speaking/Presentation Experience:

Event Planning/Coordination:

Business Networking Experience:

Short Answer Questions

1. Why are you interested in working with the Chamber of Commerce?

2. Describe a time when you worked to build community or business relationships:

3. How do you envision the role of a Chamber of Commerce in supporting local businesses

Applicant Certification

I certify that all the information provided is true and complete to the best of my knowledge. I understand that any false information may disqualify me from employment or be grounds for dismissal.

Signature: _____

Date: __ / __ / ____

Executive Director Specific Questions

1. Describe your experience leading teams or managing an organization.

2. What strategies would you use to promote economic growth in the community?

3. How have you successfully collaborated with local government, business leaders, or nonprofits?

4. Describe a time when you led a community initiative or event. What was the impact?
