



Ascension Party Rentals LLC
37505 Hwy 74
Gonzales, LA 70737
(225) 744-4500
info@ascensionpartyrentals.com

Office Assistant Application

Please complete **all fields** with as much information as possible and email, mail or deliver to Ascension Party Rentals offices (email/ mailing address above) with a **Resume** or **brief description** about yourself and why you would be perfect for the position.

Applicant Information

Today's Date: _____

Name: _____ DOB: _____

Address: _____ City: _____ Zip: _____

Gender: Male / Female Contact: Home () _____ - _____ Cell () _____ - _____

Email: _____

Employment Information

Which languages are you fluent in? _____

Proficient in Word and Excel? Yes / No How many words per minute can you type? _____

Any experience in the party or rentals industry? Yes / No

If Yes, please explain: _____

Any experience in sales? Yes/No

If Yes, please explain: _____

Are you open to a drug test? Yes / No

Availability

Are you willing to work on holidays? Yes / No

Would you be willing to work on weekends? Yes / No

Hours Available:

Please note all hours of the day that you are available. Work can start from as early as 7am and end as late as 6pm. Mark "All Day" if you are available all day.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Any additional information you would like us to know? *(You can use this area to also give a little more information about your work experience or why you would you make a good candidate)*
