

# La Boom Events

## MARKETING ASSISTANT Application

Today's Date:

Please tell us a little bit about yourself:

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or in the presence of a non-related medical condition or disability.

Full Name:	Address:
Cell: <input type="checkbox"/> Y <input type="checkbox"/> N Text friendly? <input type="checkbox"/> Y <input type="checkbox"/> N	Email:
Personality type: <input type="checkbox"/> Organized <input type="checkbox"/> Visionary <input type="checkbox"/> Type A <input type="checkbox"/> _____	Are you able to perform the essential functions of this job with or without accommodations? <input type="checkbox"/> Y <input type="checkbox"/> N
If necessary for the job are you 21 or older? <input type="checkbox"/> Y <input type="checkbox"/> N	Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Y <input type="checkbox"/> N
If necessary for the job, I am able to provide a valid driver's license? <input type="checkbox"/> Y <input type="checkbox"/> N Issuing State: Type: DL Number:	What times would you be available: <input type="checkbox"/> Any <input type="checkbox"/> Mon - Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Overtime <input type="checkbox"/> Day <input type="checkbox"/> 8am - 5pm <input type="checkbox"/> Evening <input type="checkbox"/> 5pm - 10pm <input type="checkbox"/> Nights <input type="checkbox"/> 10pm - 3am <input type="checkbox"/> Holidays <input type="checkbox"/> Other: _____
TAPS Card Number: Expiration:	Food Handlers Card Number: Expiration:

### Abilities:

Please check all that apply

- Safely lift up to 30 pounds
- Welcoming and generous spirit that promotes long term client relationships
- Promote process improvements
- Maintain a flexible schedule, able to arrive and depart event as needed
- Work well under pressure with limited timeframe
- Work well with limited supervision; ability to work independently as needed
- Able to respond to tasks and requests immediately, or within 24 hours
- Detail oriented with exceptional level of accuracy and follow-through
- Work well within a team oriented environment
- Excellent customer service - team player
- Agile at prioritizing and managing multiple projects
- Strong communication, time management and collaboration skills
- Able to follow instructions
- Able to work from home, or work from wherever you are, as needed
- Able to exercise good judgement

### Experience:

Please circle the types of service(s) which you have at least one year of professional experience:

Taking Notes    Venue/Vendor Search    Answering Phones    Researching    Computer Data Input    Sales    Social Media Marketing  
 Welcome Visitors    Writing Blog Posts    Writing SM Content    Working from Home    Designing Materials    Sorting Images    Maintaining Brand  
 Decorating    Supporting CEO/Owner    Customer Service    Maintaining an Image Database

## Employment History:

List according to most recent (please focus on employment that is most relevant to the position for which you are applying)

Employer:	Supervisor:
Job Title/Position Held:	Supervisor's contact:
Describe this position:	Do we have permission to contact this former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates you held this position:	Why did you leave this position?
What skills from this former position would relate to a position with La Boum Events?	What was your favorite part about this position?
Employer:	Supervisor:
Job Title/Position Held:	Supervisor's contact:
Describe this position:	Do we have permission to contact this former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates you held this position:	Why did you leave this position?
What skills from this former position would relate to a position with La Boum Events?	What was your favorite part about this position?
Employer:	Supervisor:
Job Title/Position Held:	Supervisor's contact:
Describe this position:	Do we have permission to contact this former employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Dates you held this position:	Why did you leave this position?
What skills from this former position would relate to a position with La Boum Events?	What was your favorite part about this position?

**In One Paragraph:**

Please describe your experience(s) working as a marketing assistant or how you handled task(s) similar to that of a marketing assistant:

Describe how your personality and your work style would be successful for working remotely, keeping on brand and creating a “voice” for our blog and social media?

Please describe your current schedule (times available to work in the office, and times you would be available to send a quick email or respond quickly to text, outside of the office):

Describe a time that you worked successfully on a project independently from start to finish without supervision?

Have you ever been to a special event or wedding that left an impression on you, good or bad?

Why do you want to work for La Boum Events?

Why are you interested in this specific position?

How will a position with La Boum Events help you reach your future goals?

What social media and marketing strategies recommendations do you have for La Boum Events?

Is there anything else you would like for us to consider about you?

Have you read and are willing to abide by the “Scope of Work” for the marketing assistant position you are applying for?  Yes  No

Have you read and are willing to abide by the “Professional Standards” required of all employees of La Boum Events  Yes  No

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigations of all statements contained in this application for event staffing as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given on my application or interview may result in termination.

Signature:

Date:

Please email this application, along with a cover letter and a signed “Marketing Assistant Scope of Work” and the “Professional Standards” to [info@laboumevents.com](mailto:info@laboumevents.com)