

**Name:**  
**Phone #:**  
**Email:**  
**Current City/State of Residency:**  
**Age:** (for insurance purposes)

## **Bookkeeper or Office Manager Position**

**Instructions:** The questions are listed in bold below. Please provide your responses in normal (not bold) text. Once complete, email your application to Nicole Meyer nicole@southeastmountainguides.com. You will receive a follow up email, once the application is received. If you have any questions you may call 606-668-6613.

### **Application Questions:**

**Do you desire and are you able to work approximately 42 hours/week (including weekends) from March 1st through December 1st? *Note: there is an option to be solely a bookkeeper and that would be approximately 20 hours per week over 2.5 days.***

**Do you have any specific scheduling needs that would dictate or hinder your employment availability?**

**Do you foresee long-term, seasonal employment being a challenge for you now or in the future? What do you intend to do in the off-season?**

**Describe your current life journey. Where have you been, where are you now, and where are you going?**

**Briefly describe your familiarity of the Red River Gorge, KY.**

**What climbing knowledge or experience do you have?**

**What office management experience do you have? Please include if you have experience with maintaining employee's schedules, submitting payroll, paying bills, and/or maintaining business budgeting & reporting.**

**What physical or health concerns do you have that could hinder your employment?**

**Why do you think you will be a good fit for this company and this position?**

**How did you hear about this position?**

**Provide a link to your profile such as LinkedIn or Facebook. A photo would also suffice. (This request is optional but highly encouraged)**