



**ASSOCIATED STUDENTS
OF HELENA COLLEGE**

Application for Business Manager/ Secretary

Name: _____	Date: _____
College Program/Degree: _____	Position Seeking: _____

Please check the correct box next to the Requirements List

Yes	No
<input type="checkbox"/>	<input type="checkbox"/> Have you been a Helena College student for at least one semester prior to this application?
<input type="checkbox"/>	<input type="checkbox"/> Have you accumulated at least 12 credits at Helena College?
<input type="checkbox"/>	<input type="checkbox"/> Do you have a minimum cumulative GPA of 2.5?
<input type="checkbox"/>	<input type="checkbox"/> Will you be able to maintain a minimum of 3 credits per semester? (Summer-Excluded)
<input type="checkbox"/>	<input type="checkbox"/> Are you the current club representative for any ASHC sponsored clubs?
<input type="checkbox"/>	<input type="checkbox"/> Have you taken an English Composition course? If not, what English course(s) have you taken?
<input type="checkbox"/>	<input type="checkbox"/> Do you have budgeting and accounting experience? If yes, please explain.
<input type="checkbox"/>	<input type="checkbox"/> Do you have any previous experience in recoding minutes? If yes, please explain.
<input type="checkbox"/>	<input type="checkbox"/> Are you proficient in Microsoft Word?
<input type="checkbox"/>	<input type="checkbox"/> Are you proficient in Microsoft Excel?
<input type="checkbox"/>	<input type="checkbox"/> Are you familiar with Microsoft Outlook?
<input type="checkbox"/>	<input type="checkbox"/> Are you familiar with Teams/ Zoom?

Please explain why you believe you are well suited to this position.

Signature: _____

Date: _____