



SAN SABA COUNTY

Chamber of Commerce

San Saba County Chamber of Commerce
113 S. High St.
PO Box 484
San Saba, TX 76877
325-205-0439
executive.director@sansabachamber.com
sansabachamber.com

Executive Director Employment Application

Thank you for your interest in the Executive Director position with the San Saba County Chamber of Commerce. Please complete this application in its entirety. A resume and cover letter are encouraged but do not replace this application. Once completed, you may email to executive.director@sansabachamber.com or drop off at the office located at 113 S. High St., San Saba, TX 76877.

Applicant Information

Full Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Email Address: _____

Legally authorized to work in the United States? ☐ Yes ☐ No

If hired, can you provide documentation verifying your eligibility to work? ☐ Yes ☐ No

Position Information

Position Applying For: Executive Director

Desired Salary: _____

Available Start Date: _____

Able to work evenings/weekends? ☐ Yes ☐ No

Valid Driver's License? ☐ Yes ☐ No

Reliable Transportation? ☐ Yes ☐ No

Education

High School:

College/University:

Degree:

Field of Study:

Additional Education/Certifications:

Employment History

Employer #1:

Position:

Supervisor: _____

Phone: _____

Dates Employed: _____ to _____

Responsibilities:

Reason for Leaving:

_____ May we contact this
employer? ☐ Yes ☐ No

Employer #2:

Position:

Supervisor: _____

Phone: _____

Dates Employed: _____ to _____

Responsibilities:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Employer #3:

Position:

Supervisor: _____

Phone: _____

Dates Employed: _____ to _____

Responsibilities:

Reason for Leaving:

May we contact this employer? ☐ Yes ☐ No

Experience & Qualifications

Leadership and Management:

Budgeting or Financial Management:

Event Planning and Coordination:

Marketing, Social Media, or Public Relations:

Membership, Customer Service, or Community Relations:

Grant Writing, Fundraising, or Sponsorship Development:

Technology Skills

☐ Microsoft Office ☐ Google Workspace ☐ QuickBooks

☐ Canva ☐ Website Management ☐ Social Media Management

☐ CRM/Member Management Software ☐ Event Management Software ☐ Other: _____

Short Answer Questions

Why are you interested in serving as Executive Director?

What strengths would you bring to this position?

Describe a project, event, or initiative you successfully led.

What do you believe is the role of a Chamber of Commerce in a rural community?

Professional References

Reference #1:

Name _____

Relationship _____

Phone _____

Email _____

Reference #2:

Name _____

Relationship _____

Phone _____

Email _____

Reference #3:

Name _____

Relationship _____

Phone _____

Email _____

Applicant Certification

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that any false or misleading information may result in disqualification from consideration or termination of employment if hired.

I authorize the San Saba County Chamber of Commerce to verify the information provided and contact previous employers and references.

Applicant Signature: _____

Date: _____