



# CERES

CHAMBER OF COMMERCE  
*"Champions For Business"*

## **Ambassador Application Form**

Thank you for your interest in serving as an Ambassador for the Ceres Chamber of Commerce. Serving as an Ambassador is a rewarding experience and an opportunity for professional growth. Completing this form will help you understand the skills, time and resource commitments of this position.

You may find it helpful to read through the entire application and job description before you begin filling it out. Please return the complete application to the Ceres Chamber of Commerce, 2491 Lawrence Street, Ceres, CA 95307 or by email: [info@CeresChamber.com](mailto:info@CeresChamber.com). This application will be kept confidential and on file at the Chamber office. Applications are used by the Board to identify and evaluate potential Ambassador Candidates. Potential candidates are reviewed by the Board and are selected for interviews by the panel of Board members.

### **Ambassador Job Description**

1. Accountable to the Chamber Board of Directors.
2. Attends board meetings and important related meetings on a regular basis. The full Board of Directors meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 11:30 am at the Ceres Community Center or a to-be-determined location. Meetings last 1-1 ½ hours.
3. Stays informed about committee matters, prepares him/herself well for meetings; may also be required to present and submit work, and reviews and comments on minutes and reports.
4. Makes a serious commitment to participate actively in Chamber committee work.
5. Sells new Chamber Memberships and visits members when they need to renew membership and provides assistance with the process. Position is commission-based: 25% commission rate of new member's dues when the ambassador pursues a business that subsequently becomes a member & 15% renewal commission if the ambassador pursues an active member that renews.
6. Calls/visits past due accounts and collects dues and sponsorships.
7. Maintains contact with members throughout membership with the Chamber.
8. Keeps up- to-date on all Chamber products, services, events, and pricing.
9. Promotes member involvement in events, which include Mixers & Coffee Hours.
10. Keeps members informed of Chamber events and services.
11. Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
12. Responsible to maintain proper documentation for all Chamber financial transactions.

## **Minimum Requirements**

- Must have own vehicle for local driving with insurance- will be asked to provide copy of California Drivers' License and proof of insurance.
- Outstanding oral/written communication skills.
- Ability to present to large and small groups, in casual and professional settings.
- High School Diploma or equivalent.
- Desired- interest in business and communication related fields.
- Basic knowledge of computer use (ie. Email, Microsoft Word, Publisher, Excel, etc.)

# Ambassador Application Questionnaire

*(Please use 150 words max. for each question)*

Candidate Name \_\_\_\_\_

1. If selected, how do you feel you can contribute to the success of the Chamber?
2. Are you willing to give time, energy and resources to support the mission of the Ceres Chamber of Commerce? (*Our mission:* “The Ceres Chamber is dedicated to advancing the interests of the business community through advocacy, leadership, representation, and collaboration with like-minded economic development and governmental agencies to strengthen business in Ceres.”)
3. Members stay connected to the Chamber through meeting attendance, committee work, membership events, e-mail and other Chamber communications. Do you have the time and resources to actively visit these Chamber members and keep them aware of these events?
4. Are you comfortable soliciting others for membership and funding? Yes/No  
If yes, describe any experience(s) in doing so:
5. What does leadership mean to you?
6. What do you believe are the two most significant issues or problems facing the Ceres area?

# Ambassador Application Form

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

## Section 1 Personal details

<b>Title:</b>		<b>Last Name:</b>	
<b>First Name:</b>			
<b>Address:</b>			
<b>Zip code:</b>			
<b>Home Telephone Number:</b>			
<b>Mobile Telephone Number:</b>			
<b>E-mail address:</b>			
<b>Are you eligible to work in CA?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Do you hold a Valid CA driving license?</b>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, do you have any points or convictions etc? :</b>			

## Section 2 Rehabilitation of Offenders Act

<b>Have you ever been convicted of a criminal offence?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Do you have any prosecutions pending?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>If yes, please give details / dates of offence(s) and sentence:</b>				

## Section 3 Experience

<b>Have you had any past Chamber Experience:</b>	
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(If yes, please give detail)

Date From	Date To	Name of School	Degrees and Qualifications

Community Activities:

**Section 4 Education**

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Salary and Reason for Leaving

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## Section 5 Employment Record

**Please list chronologically, starting with current or last employer**

## Section 6 References

**Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. References will only be contacted if you commence employment with us.**

**Organization:**

**Organization:**

**Dates Employed:**

**From:**

**To:**

**Dates Employed:**

**From:**

**To:**

**Reference 1**

**Reference 2**

**Work Relationship:**

**Work Relationship:**

**Name:**

**Name:**

**Their Position (job title):**

**Their Position (job title):**

**Address:**

<input type="text"/>
<input type="text"/>
<input type="text"/>

**Address:**

<input type="text"/>
<input type="text"/>
<input type="text"/>

## Section 7 Declaration

**I confirm that the information provided in this application and within my resume is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the CA and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the position and may form the basis of any subsequent personnel file.**

**Signed:**

**Date:**

**Ceres Chamber of Commerce undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Ceres Chamber of Commerce may keep your details on file pending suitable opportunities that may arise in the future.**