

# Sublette County Fair

## 2026 Office Assistant Application

**\*\*\*APPLICATIONS MUST BE COMPLETE AND RECEIVED BY 4:00PM ON JUNE 23\*\*\***

The Sublette County Fair is seeking office help before and during fair. The person would be responsible for answering phones, taking / processing entries, assisting the public, and other general office duties. Someone with good computer skills is preferred and a positive attitude is a must! For any questions about this position, please call Kailey at 307-276-5373.

Please submit the application, a resume, and brief explanation of why you would like to work at the fair to:

Mail	In-Person	Email
Sublette County Fair Board ATTN: Fair Help PO Box 1072 Big Piney, WY 83113	Fair Office Sublette County Fairgrounds 10937 US Highway 189 Big Piney, WY 83113	kailey@sublettecountyfair.com

### JOB DUTIES

- Receive and process entries.
- Help vendors / entertainers as needed.
- General office duties.
- Organize and distribute awards.
- Help enter and publish results.
- Work alone or as a team member.
- Learn the job and complete daily duties quickly and efficiently, with or without supervision.
- Work in a safe and professional manner.
- Be able to lift 50 pounds.
- Be able to start working limited hours as soon as June 25, but work extended hours from July 15-26.
- Answer fair attendees' questions in a positive and professional manner.

# 2026 SUBLETTE COUNTY FAIR OFFICE ASSISTANT APPLICATION

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever applied to or worked for the Sublette County Fair before?  Yes  No

If yes, please indicate when: \_\_\_\_\_

Will you be at least 16 years old by July 1, 2026?  Yes  No

If hired, can you present evidence of your US citizenship or proof of your legal right to live and work in this country?

Yes  No

Are you able to perform the essential functions of this job?  Yes  No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?  Yes  No

If yes, please indicate when and where you were convicted: \_\_\_\_\_

## EMPLOYMENT HISTORY

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer's Contact Information: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer's Contact Information: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

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Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Employer's Contact Information: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## REFERENCES

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Information: \_\_\_\_\_

## EMERGENCY CONTACTS

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature (if under 18): \_\_\_\_\_