

Job Application / Administrative Assistant



First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone/Cell Phone _____ Email _____

Have you ever been convicted of a crime?* YES NO If yes, please describe the circumstances.

Do you have any personal responsibilities/limitations that may affect attendance? YES NO
If yes, please explain.

Have you ever been disciplined by a professional body or state agency (such as having a license suspended or revoked)? YES NO *If yes, please explain.*

Have you participated in a drug or substance abuse program or been convicted for the possession or use of any narcotic or controlled substance? YES NO *If yes, please explain.*

Educational Background

Highest level of education completed: High School Associate Bachelor Masters

Please describe your educational background including references to schools attended, degrees earned and any special training or continuing education worth noting.

Work Experience

Please list your 5 most significant positions beginning with the most recent.

Position 1:

Position held: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____

First/Last Name of Supervisor: _____

Start Date (Month/Year): _____ End Date (Month/Year): _____

Reason for leaving: _____

May we contact this supervisor for a reference? YES NO

Primary responsibilities: _____

Position 2

Position held: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____

First/Last Name of Supervisor: _____

Start Date (Month/Year): _____ End Date (Month/Year): _____

Reason for leaving: _____

May we contact this supervisor for a reference? YES NO

Primary responsibilities: _____

Position 3

Position held: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____

First/Last Name of Supervisor: _____

Start Date (Month/Year): _____ End Date (Month/Year): _____

Reason for leaving: _____

May we contact this supervisor for a reference? YES NO

Primary responsibilities: _____

Position 4

Position held: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____

First/Last Name of Supervisor: _____

Start Date (Month/Year): _____ End Date (Month/Year): _____

Reason for leaving: _____

May we contact this supervisor for a reference? YES NO

Primary responsibilities: _____

Position 5

Position held: _____

Employer: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____

First/Last Name of Supervisor: _____

Start Date (Month/Year): _____ End Date (Month/Year): _____

Reason for leaving: _____

May we contact this supervisor for a reference? YES NO

Primary responsibilities: _____

Software Experience

Microsoft Word Excel PowerPoint Quick-books

Other: _____

Describe any other office experience that would be beneficial in your employment, including any experience with customer relationship management software.

Christian Walk & Ministry Experience

Please describe your spiritual journey: _____

Please describe any ministry experience you have including volunteer work, missions/field experiences, or professional job experience related not covered in a previous section of this application.

Please list 3 references

First Name: _____ Last Name: _____

Organization: _____

Phone: _____

Relationship to you: _____

First Name: _____ Last Name: _____

Organization: _____

Phone: _____

Relationship to you: _____

First Name: _____ Last Name: _____

Organization: _____

Phone: _____

Relationship to you: _____

Please also send your resume, along with this completed PDF.