

UNITED CHURCH OF CHRIST-SCHLESWIG

JOB APPLICATION FOR FINANCIAL AND /OR OFFICE ASSISTANT

Date _____

Name _____
First Middle Last

Present Address _____

Years at present address _____

Telephone No: Home: _____ Cell: _____

Education: Address Dates attended Graduate

High School _____

College _____

Other _____

List Previous Employment:

	<u>Dates</u>	<u>Employer</u>	<u>Address</u>	<u>Job Title</u>
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____
4.	_____	_____	_____	_____
	_____	_____	_____	_____

List experiences, skills, things you have learned from your previous employment that you feel could help you in this job: _____

What personal qualities do you feel you bring to this job? _____

Please list three references with addresses, phone number and relationship to you.

1. _____

2. _____

3. _____

Are there other things you would like to say about yourself? _____

When would you be available to begin? _____

Please be aware there will be a mandatory drug/alcohol screen and background check involved for this position.

Thank you for your interest in this position. You will be contacted either way.