

LINCOLNSHIRE CHURCH OF THE BRETHREN

6404 S. Calhoun Street

Fort Wayne, IN 46807

lincolnshire.cob@live.com

APPLICATION FOR ADMINISTRATIVE ASSISTANT

Name _____

Date: _____

Address _____
(street) (city) (state) (zip code)

Cell Phone: _____ Do you text? *Circle one:* Yes No

Male/Female: _____ Marital Status: _____ Single _____ Married

Are you presently a member of a church? *Circle one:* Yes No

If yes, at which church do you presently hold a letter of membership? _____

For how many years have you been an active member there? _____

Available starting date, if hired: _____

Can you work at least 12-16 hours per week? *Circle one:* Yes No

Can you work at least 4 days a week in the office for 3-4 hours each of those days? *Circle one:* Yes No

EDUCATIONAL BACKGROUND

Type of School	Name/Address	Years attended	Graduated? Yes/No	Course of Study or Major	Degree
High School					
College					
Business/trade school					
Other					

PERSONAL BACKGROUND

Have you ever been convicted of a felony? *Circle one:* Yes No

Are you currently being investigated? *Circle one?* Yes No

If yes, please explain: _____

WORK HISTORY (Last 3 employments)

Dates	Name, City/State of Employer	Supervisor's Name & Title	Reason for Leaving
From: To:			
Describe in detail the work that you did:			
Dates	Name, City/State of Employer	Supervisor's Name & Title	Reason for Leaving
From: To:			
Describe in detail the work that you did:			
Dates	Name, City/State of Employer	Supervisor's Name & Title	Reason for Leaving
From: To:			
Describe in detail the work that you did:			

May we contact the employers listed above? *Circle one:* Yes No

If not, indicate which one(s) you do not wish us to contact: _____

OFFICE OR SECRETARIAL SKILLS

For each skill, check mark whether you have **no skill (NS)**, **Beginner's skill (BS)**, or **Strong Skill (SS)** with each program/job description listed below.

skill	NS	BS	SS	Program	NS	BS	SS
Typing/Keyboarding				Microsoft Word			
Calculator				Microsoft Excel			
Filing				Microsoft Access			
Bookkeeping				Microsoft Power Point			
Receptionist				Microsoft Outlook			
Copier/Fax machine				Microsoft Publisher			
Digital church sign				Knowledge of Internet			
				Website development			
				Zionworkx			
				Power Church			

How many words per minute can you type accurately? _____

Other software skills: _____

Have you ever worked as an Administrative Assistant before? *Circle one:* Yes No

If yes, where? _____

Please include a brief written personal testimony of your faith:

Disclosures are given to meet position qualifications. Lincolnshire Church is hereby authorized to make any investigation of my personal history

REFERENCES

Please include 2 work related (preferably supervisors) & 2 character references.

None of the below should be personally related to the applicant.

Type of Reference	Name	Address	Phone number
Work-related			
Work-related			
Character			
Character			

APPLICATION'S CERTIFICATION AND AGREEMENT

(Please read carefully before signing)

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation or a failure to disclose relevant information may be grounds for rejections of my application, disciplinary action or dismissal if I am employed. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications. Lincolnshire Church is hereby authorized to make any investigation of my personal history (Criminal and Sexual Misconduct) and credit record through any investigative agencies or credit bureaus. I realize that information about my past may be disclosed. Failure to disclose past criminal/sexual misconduct/financial matters may cause me not to be considered for this position.

I understand that all employees are encouraged to see themselves as professional members of a team dedicated to God and committed to the ministry of the Lincolnshire Church of the Brethren.

Signature of the Applicant: _____ Date: _____

Send your completed application AND resume to the church mailing address or email address, as listed on page one.