



THE CLINTON CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

Employment Application Administrative Assistant

APPLICANT INFORMATION

| | | | | |
|---|------------------------------|-----------------------------|--|--|
| Last Name | | First | M.I. | Birth Date |
| Street Address | | | Apartment/Unit # | |
| City | | State | ZIP | |
| Phone | | E-mail Address | | |
| Date Available | Social Security No. optional | | Desired Salary | |
| Who referred you to us? | | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain | |
| Have you had previous experience as an administrative assistant or secretary? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| What skills do you have as an administrative assistant (please explain)? | | | | |

In case of illness or accident, please notify: Name _____ Phone: _____

EDUCATION

| | | | | | |
|-------------|----|-------------------|------------------------------|-----------------------------|--------|
| High School | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| College | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |
| Other | | Address | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree |

REFERENCES

Please list three professional references.

| | | |
|-----------|--|--------------|
| Full Name | | Relationship |
| Company | | Phone () |
| Address | | |
| Full Name | | Relationship |
| Company | | Phone () |
| Address | | |
| Full Name | | Relationship |
| Company | | Phone () |
| Address | | |

| PREVIOUS EMPLOYMENT | | | |
|--|--------------------|--------------------|--|
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |
| Company | | Phone () | |
| Address | | Supervisor | |
| Job Title | Starting Salary \$ | Ending Salary \$ | |
| Responsibilities | | | |
| From | To | Reason for Leaving | |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> | | | |

| MILITARY SERVICE | |
|----------------------------------|--------------------------|
| Branch | From To |
| Rank at Discharge | Type of Discharge |
| If other than honorable, explain | |

| DISCLAIMER AND SIGNATURE | |
|---|------|
| I certify that my answers are true and complete to the best of my knowledge. | |
| If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. | |
| Signature | Date |

This is a part time position [up to 25 hrs/wk] with sick and vacation leave. No Health Insurance.

What software have you worked with? Office PowerPoint Publisher QuickBooks
 Other: _____

Please e-mail to: administrator@clintonchristianchurch.com OR
 Mail to The Christian Church 1201 E. Ohio, Clinton, MO 64735 by Sept. 12, 2022.

Attach a resume if you have one. Thank you