

Chehalis United Methodist Church

Office Assistant Position

Name: _____
Last First Middle

Email address: _____

Are you over the age of 18? Yes No

Current Address:

City: _____ State: _____ Zip _____

Home Phone: _____ Cell Phone: _____

Is it okay to text you? Yes No

Date you are available to start:

Qualifications:

Academic Achievements: (Schools attended with dates, degrees earned, dates of completion)

Continuing Education Completed: (Courses taken, dates of completion)

First Aid Training: Yes No Date Completed: _____

CPR Training: Yes No Date Completed: _____

Previous Work Experience: Please list your previous employers for the past five years, including name of the company/employer, address and phone number of company/employer, and the name of your immediate supervisor, also the dates you were employed in each position. Include job title, a description of duties and responsibilities.

Previous Volunteer Experience: Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the organization, and the dates of your volunteer service.

Skills with software: Please check all that apply.

MS Word: highly proficient, have used regularly in a paid position, feel well versed
 moderately proficient, used personally, occasionally in work
 minimal – have used occasionally, but don't know all of it.
 have never/seldom used

MS Publisher: highly proficient, have used regularly in a paid position, feel well versed
 moderately proficient, used personally, occasionally in work
 minimal – have used occasionally, but don't know all of it.
 have never/seldom used

Power Point: highly proficient, have used regularly in a paid position, feel well versed
 moderately proficient, used personally, occasionally in work
 minimal – have used occasionally, but don't know all of it.
 have never/seldom used

Have you ever been convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to: drug-related charges, child abuse, or other crimes of violence, theft, or motor vehicle violations)? Yes No

If yes, please explain:

References: Please list three individuals, who are not related to you by blood or marriage, as references. Please list people who have know you for at least three years.

1. Name: _____

Address: _____

Daytime Phone: _____ Email address: _____

Length of time known: _____ Relationship: _____

2. Name: _____

Address: _____

Daytime Phone: _____ Email address: _____

Length of time known: _____ Relationship: _____

3. Name: _____

Address: _____

Daytime Phone: _____ Email address: _____

Length of time known: _____ Relationship: _____

Waiver and Consent:

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any right I may have to confidentiality.

In the event that my application is accepted and I become employed by Chehalis United Methodist Church, I agree to abide by and be bound by the policies of Chehalis United Methodist Church and to refrain from inappropriate conduct in the performance of my duties on behalf of Chehalis United Methodist Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant: _____ **Date:** _____