



Community of Faith Church
 101 Belle Street
 Raymond, Illinois 62560
Phone: 217-229-4535

Job Applicant Information – Secretarial (Part Time)

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Desired Salary _____ per hour

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Work History

Name of Company/Organization

Address: (Street, City, State, Zip)

Dates of Employment _____

May we contact for a reference? Yes No:

Name of Person to contact:

Phone Number and E-mail where he/she can be reached:

Name of Company/Organization

Address: (Street, City, State, Zip)

Dates of Employment _____

May we contact for a reference? Yes No:

Name of Person to contact:

Phone Number and E-mail where he/she can be reached:

Name of Company/Organization

Address: (Street, City, State, Zip)

Dates of Employment _____

May we contact for a reference? Yes No:

Name of Person to contact:

Phone Number and E-mail where he/she can be reached:

COMPUTER EXPERIENCE -- List all computer software programs you are proficient in: Example: Word, Publisher, Excel, etc.

References

Please list three references (do not use immediate family as a reference).

Name:

Address:

Phone:

E-mail:

Relationship to this person: (Supervisor, co-worker, friend, etc.)

Name:

Address:

Phone:

E-mail:

Relationship to this person: (Supervisor, co-worker, friend, etc.)

Name:

Address:

Phone:

E-mail:

Relationship to this person: (Supervisor, co-worker, friend, etc.)

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: _____