

APPLICATION—ADMINISTRATIVE ASSISTANT/BOOKKEEPER POSITION
First Presbyterian Church of Milford

Instructions: Print clearly in black or blue ink. Answer all questions.
Sign and date the form.

Personal Information

First Name: _____

Middle Name: _____

Last Name: _____

Street Address: _____

City, State, Zip Code: _____

Phone Number: (____) _____

Email Address: _____

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age of 18? [] Y or [] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

Have you been convicted of or pleaded no contest to a felony within the last five years? [] Y or [] N

If yes, please describe the crime - state the nature of the crime (s), when and where convicted and the disposition (final settlement) of the case:

If hired, are you willing to submit to a controlled substance test? [] Y or [] N

Are you available one or two evenings a month? [] Y or [] N

If hired, on what date can you start working? ____ / ____ /

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed:

Education, Training and Experience

High School:

School Name: _____

School Address: _____

School City, State, Zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree/Diploma earned: _____

College/University:

School Name: _____

School Address: _____

School City, State, Zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree/Diploma earned: _____

Vocational School:

School Name: _____

School Address: _____

School City, State, Zip: _____

Number of years completed: _____

Did you graduate? Y or N

Degree/Diploma earned: _____

Military:

Branch: _____

Rank in Military:

Total Years of Service: _____

Skills/Duties: _____

Related Details: _____

Skills and Qualifications: Licenses, Skills Training, Awards

Do you speak, write or understand any foreign languages? Y or N
If yes, list which languages (s) and how fluent you consider yourself to be:

Employment History

You should be prepared to detail each position for the past five years and account for any gaps in employment during that period.

Are you currently employed? Y or N

If you are currently employed may we contact your current employer? Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, State, Zip: _____

Length of Employment (include dates): _____

Salary/Hourly Rate of Pay: _____

Position & Duties: _____

Reason for Leaving: _____

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, State, Zip: _____

Length of Employment (include dates): _____

Salary/Hourly Rate of Pay: _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references. Y or N

Name of Employer: _____

Name of Supervisor: _____

Telephone Number: _____

Business Type: _____

Address: _____

City, State, Zip: _____

Length of Employment (include dates): _____

Salary/Hourly Rate of Pay: _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references. [] Y o r [] N

References

List below three persons who have knowledge of your work performance within the last five years. Professional references preferred.

First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____

City, State, Zip: _____

Occupation: _____

Number of Years Acquainted: _____

First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____

City, State, Zip: _____

Occupation: _____

Number of Years Acquainted: _____

First and Last Name: _____

Telephone Number: _____

Email Address: _____

Address: _____

City, State, Zip: _____

Occupation: _____

Number of Years Acquainted: _____

Certification

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment if I am hired. I authorize the verification of any and all information listed above.

Signature: _____ Date: _____

Please return this application to the First Presbyterian Church of Milford, P.O. Box 172, Milford, DE 19963, or scan and email it to milprespastor@gmail.com.