



Mennonite Church of Normal

805 South Cottage Avenue, Normal IL 61761 – (309) 452-6622

www.normalmennonite.org – church@normalmennonite.org

Offering Christ's peace to hearts, homes, the community and world

Application for Employment – Administrative Assistant

Please submit the application by August 1st (5:00 pm) (addresses above).

Date _____

Personal Information

Home and/or

Name _____ cell phone _____
Last First Middle Initial

Present Address _____
Street City State Zip

Preferred contact method Home ph: _____ Cell: _____ Email _____

Current/Previous Employment

1. Name of most recent/current employer: _____ Phone _____

Address _____ Supervisor _____

Job/Position _____ Dates of employment _____

Reason for leaving (if no longer employed) _____

Beginning salary/pay rate: _____ Ending salary/pay rate: _____

2. Name of employer _____ Phone _____

Address _____ Supervisor _____

Job/Position _____ Dates of employment _____

Reason for leaving (if no longer employed) _____

Beginning salary/pay rate: _____ Ending salary/pay rate: _____

3. Name of employer _____ Phone _____

Address _____ Supervisor _____

Job/Position _____ Dates of employment _____

Reason for leaving (if no longer employed) _____

Beginning salary/pay rate: _____ Ending salary/pay rate: _____

May we contact any of the employers listed above? If no, please indicate "No Contact" to the left of the employer's name.

Education

	Name/location of school	Years attended/year of graduation	Degree received
High School			
College/University			
College/University			
Additional Postsecondary Training/Education			
Additional Postsecondary Training/Education			

Please list any other specialized or professional training you have received that might make you an ideal employee as our Office Manager.

Written Statement: Prepare and submit a written statement up to 500 words in length that identifies how you meet the qualifications noted on the job description and/or describes your employment experience related to this position.

References (Give three professional references)

Name	Telephone Number	Relationship
1		
2		
3		

I hereby agree that the facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for immediate dismissal. Mennonite Church of Normal is hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of choice.

I understand that I am applying for employment at Mennonite Church of Normal. This is an "at will" position, which includes no guarantee, contract, or promise of employment for any specified length of time.

I authorize the use of any information on this application and any attached supplements to verify my statements, and I authorize past employers and references to answer all questions asked regarding my ability, character, reputation and previous employment record/s. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant

Date

Applicant's Printed Name