**Mennonite Church of Normal**

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

[www.normalmennonite.org](http://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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. 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 PostsecondaryTraining/Education |  |  |  |
| Additional PostsecondaryTraining/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