

**Office Assistant**

**Application for Employment – Halfway Creek Lutheran Church**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_ If no, are you authorized for employment? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, please explain  
\_\_\_\_\_

Have you worked for a church in the past? \_\_\_\_\_

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended : \_\_\_\_\_ Did you graduate? \_\_\_\_\_

Using a 1-10 scale, please rate your level of proficiency on the following. 1=no experience; 10=expert user.

Word Processing \_\_\_\_\_

Desktop Publishing \_\_\_\_\_

Spreadsheet/Excel \_\_\_\_\_

Database \_\_\_\_\_

Presentation Software/PowerPoint \_\_\_\_\_

Internet/Email/Web Search \_\_\_\_\_

Proofreading \_\_\_\_\_

Financial Programs \_\_\_\_\_

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**Employment History**

Please list your employment history, starting with your most recent job.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving:  
\_\_\_\_\_

Begin Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving:  
\_\_\_\_\_

Begin Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving:  
\_\_\_\_\_

Begin Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ May we contact this Employer? \_\_\_\_\_

Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for leaving:

\_\_\_\_\_

Begin Pay: \_\_\_\_\_ End Pay: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please use the fields below to provide references who can attest to the quality of your work. Please do not list relatives.

Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number \_\_\_\_\_

Please include a cover letter with this application.

Finally, it is time to submit this via e-mail attachment. Please send this application to [pastor@halfwaycreek.org](mailto:pastor@halfwaycreek.org) If you cannot do this via email, please drop off your application to the church. The address is W6016 County Road W, Holmen, WI.

**APPLICATIONS MUST BE SUBMITTED BY MONDAY, NOVEMBER 17 AT 4:00 PM.**

Thank you for your interest!