

Bendersville Lutheran Parish—Part-time Parish Secretary

Please email your completed application to 3churches@centurylink.net.

EMPLOYMENT APPLICATION

Name: _____ Date Available: _____

Address: _____

Phone: _____ Email: _____

EDUCATION

High School: _____ City: _____ State: _____

Did you graduate: Yes: _____ No: _____ If no, GED: Yes: _____ No: _____

Post High School degrees or certifications (not required): _____

EMPLOYMENT, STARTING WITH MOST RECENT

Employer (1): _____ City: _____ State: _____

Dates, From: _____ To: _____ Reason for leaving _____

Supervisor: _____ Phone: _____ Okay to Contact

Role & Responsibilities: _____

Employer (2): _____ City: _____ State: _____

Dates, From: _____ To: _____ Reason for leaving _____

Supervisor: _____ Phone: _____ Okay to Contact

Role & Responsibilities: _____

Employer (3): _____ City: _____ State: _____

Dates, From: _____ To: _____ Reason for leaving _____

Supervisor: _____ Phone: _____ Okay to Contact

Role & Responsibilities: _____

EMPLOYMENT, STARTING WITH MOST RECENT (continued)

Employer (4): _____ City: _____ State: _____

Dates, From: _____ To: _____ Reason for leaving _____

Supervisor: _____ Phone: _____ Okay to Contact

Role & Responsibilities: _____

Employer (5): _____ City: _____ State: _____

Dates, From: _____ To: _____ Reason for leaving _____

Supervisor: _____ Phone: _____ Okay to Contact

Role & Responsibilities: _____

As a guide to you in preparing for an interview for this position, please think about your work experience in regard to the points below. We may ask you to elaborate on one or more of these points in the interview.

-Describe your supervisor's managerial style.

-Describe how you were evaluated.

-Tell us what you liked about the job.

-Tell us what you disliked about the job.

PLEASE PROVIDE THE NAME AND PHONE NUMBERS OF 3 REFERENCES

1. _____ Relationship: _____

2. _____ Relationship: _____

3. _____ Relationship: _____

SIGNATURE

The information provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I am legally eligible for employment in the United States.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

DATE

SIGNATURE

Bendersville Lutheran Parish is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.