

# First United Methodist Church

612 Poyntz Avenue, Manhattan, Kansas 66502

## EMPLOYMENT APPLICATION

### Administrative Assistant

(Please Print)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
First Middle Last

Present Address: \_\_\_\_\_  
Street/Box City State Zip How long?

E-Mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact in case of an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name & Relationship

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### Education:

High School Graduate Yes No \_\_\_\_\_  
Name of School Year Graduated

College Yes No \_\_\_\_\_  
Name of School Years Attended or Graduated

Graduate Yes No \_\_\_\_\_  
Name of School Years Attended or Graduated

Certificates or Special Training: \_\_\_\_\_

Attending School Now? Yes No If yes, where and program: \_\_\_\_\_

Military Service: Yes No Dates of Active Duty: \_\_\_\_\_

National Guard or Reserve Yes No

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Date you can start employment: \_\_\_\_\_ Are you employed now? Yes No  
If yes, may we inquire of your present employer? Yes No

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### Previous Employment: (Please begin with the most recent, including present)

Employer's Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Pay: \$ \_\_\_\_\_ Week/Month Reason for leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Pay: \$ \_\_\_\_\_ Week/Month Reason for leaving: \_\_\_\_\_

Employer's Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Pay: \$ \_\_\_\_\_ Week/Month Reason for leaving: \_\_\_\_\_

**Job Related Skills:**

How would you describe your experience working in administrative support roles?

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List the computer programs in which you consider yourself proficient:

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What specialized training and/or experience do you have? Do you have experience in database management?

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Describe your relationship with the United Methodist Church, including any volunteer positions you have held.

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Other relevant information for this position:

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**References:** List below three (3) persons not related to you, whom you have known at least one year.

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|---------------|----------------|-------------------|---------------------------|
| _____<br>Name | _____<br>Phone | _____<br>Position | _____<br>Years Acquainted |
| _____<br>Name | _____<br>Phone | _____<br>Position | _____<br>Years Acquainted |
| _____<br>Name | _____<br>Phone | _____<br>Position | _____<br>Years Acquainted |

**Fair Credit Reporting Act Disclosure:** In making this application it is acknowledged that we may request information regarding your character, employment, and background. Upon written request, information concerning the above will be obtained. False or incomplete information in this application is grounds for termination of employment consideration or employment, if already employed.

**I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND COMPLETE.**

\_\_\_\_\_  
Signature

An Equal Opportunity Employer