



Administrative Assistant

Whitinsville Christian School

279 Linwood Ave.

Whitinsville, MA 01588

508.234.8211

Website: www.whitinsvillechristian.org

e-mail: cvanderbaan@whitinsvillechristian.org

Staff Employment Application

Date _____

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ Cell _____

Church Affiliation / Membership _____

E-mail _____ Social Security Number _____

Driver's License Number _____ State _____ Exp. Date _____

Have you ever been convicted of a felony? Yes No

Explain Felony _____

Are you a U.S. citizen? Yes No

JOB INTERESTS AND SKILLS

Position Applying for: _____

Have you applied for a position here before? Yes No

If yes, when? _____

Type of Employment Requesting Full-time Part-time Summer

Date you could begin: _____

Summarize any other special skills or qualifications: _____

EDUCATION				
<i>Type of School</i>	<i>Name and Location</i>	<i># of Years</i>	<i>Course of Study</i>	<i>Degree Received</i>
High School				
College or University				
Other Education				

EMPLOYMENT HISTORY (list most recent first)				
Name of Employer _____				
Address _____				
	(Street)	(City)	(State)	(Zip Code)
Telephone _____	E-mail _____			
Supervisor and Title _____			Your Title _____	
Employed from _____ to _____		Starting Salary _____	Ending Salary _____	
Work Performed _____				
Reason for Leaving _____				
Name of Employer _____				
Address _____				
	(Street)	(City)	(State)	(Zip Code)
Telephone _____	E-mail _____			
Supervisor and Title _____			Your Title _____	
Employed from _____ to _____		Starting Salary _____	Ending Salary _____	
Work Performed _____				
Reason for Leaving _____				
Name of Employer _____				
Address _____				
	(Street)	(City)	(State)	(Zip Code)
Telephone _____	E-mail _____			
Supervisor and Title _____			Your Title _____	
Employed from _____ to _____		Starting Salary _____	Ending Salary _____	
Work Performed _____				
Reason for Leaving _____				

REFERENCES

Name/Address	Relationship	Phone	E-mail

QUESTIONS

- 1. What does it mean to you to be a Christian serving as a middle/high school office administrative assistant?*
- 2. How do you think your commitment to Jesus Christ is perceived by others?*
- 3. Describe yourself in terms of character, temperament and personal demeanor. Describe your strengths as well as challenges.*
- 4. Describe your walk with the Lord. How are you growing in your walk?*
- 5. Briefly state your interest in a position at Whitinsville Christian School. What things make you a candidate we should consider seriously?*

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize Whitinsville Christian School to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by Whitinsville Christian School. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____