

POLKVILLE BAPTIST CHURCH

PO BOX 245 • Polkville, NC 28136

employment@polkvillebaptist.com

APPLICATION FOR TEMPORARY CHURCH ADMINISTRATIVE ASSISTANT

(20 hours per week – Monday - Thursday 8:30a – 1:30p)

Please print and complete all information below

Name _____ Date _____

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

Phone _____ Email _____

Male / Female _____ Marital Status _____

Are you a Christian Yes ___ No ___ If yes, church name _____

Reason for applying _____

Date available to work, if hired _____ Salary Range Expected \$ _____

EDUCATIONAL BACKGROUND

Please list Highest Level of Education and Degree Received

PERSONAL BACKGROUND

Have you ever been convicted of a felony? Yes ___ No ___

Are you currently being investigated? Yes ___ No ___

If yes, please explain: _____

EXPERIENCE BACKGROUND

Have you ever worked in an administrative position before? Yes ___ No ___

If yes, where: _____

Please check all that apply

✓	Skill		✓	Software Programs
	Typing			ACS
	Filing			REALM
	Written Communication			Microsoft Word
	Financial Accounting			Microsoft Excel
	Receptionist			Microsoft Publisher
	Publication Layout			Microsoft Power Point
	Office Management			Online Editors for website and newsletter
	Website Management			

Please list any other skills and/or knowledge of software programs

APPLICANT’S CERTIFICATION AND AGREEMENT (Please read carefully before signing)

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejections of my application, disciplinary action or dismissal if I am employed. I further understand that dismissal upon employment shall be mandatory if fraudulent disclosures are given to meet position qualifications. Polkville Baptist Church is hereby authorized to make any investigation of my personal history (Criminal and Sexual Misconduct) and credit record through any investigative agencies or credit bureaus. I realize that information about my past may be disclosed. Failure to disclose past criminal/sexual misconduct/financial matters may cause me not to be considered for this position.

I understand that all employees are encouraged to see themselves as professional members of a team dedicated to God and committed to the ministry of Polkville Baptist Church.

Signature of Applicant: _____

Date: _____

Return completed application AND résumé by emailing employment@polkvillebaptist.com