



ADMINISTRATIVE ASSISTANT
EMPLOYMENT APPLICATION

Applicant Information

Full Name					Phone		
Address	Street address		Apt/Unit #	City	State	Zip	
Email					Date Available		

Education

High School			City/State		
Did you graduate?	Yes	No	Diploma Type		
College			City/State		
Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree		
Other			City/State		
Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree		
Other			City/State		
Did you graduate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Degree		

List any additional degrees, certifications, or special training

Employment History

Company	_____	Phone	_____
Address	_____		
Job Title	_____	Start Date	_____
		End Date	_____
Responsibilities	_____		

Company	_____	Phone	_____
Address	_____		
Job Title	_____	Start Date	_____
		End Date	_____
Responsibilities	_____		

Company	_____	Phone	_____
Address	_____		
Job Title	_____	Start Date	_____
		End Date	_____
Responsibilities	_____		

Qualifications

Please rate yourself on the following:

Verbal Communication	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Written Communication	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Organization/Time-Management	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Computer Proficiency	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Working Independently	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>
Working as Part of a Team	Excellent <input type="checkbox"/>	Very Good <input type="checkbox"/>	Average <input type="checkbox"/>	Poor <input type="checkbox"/>

Qualifications (Continued)

Please rate yourself on the following:

Experience with computer graphics (powerpoint, publisher, canva, adobe, websites, or other)	High	Medium	Little	None
Interest in learning new things	High	Medium	Little	None

References

Please list three professional references.

Full Name	_____	Relationship	_____
Company/Job Title	_____		
Email	_____	Phone	_____
Full Name	_____	Relationship	_____
Company/Job Title	_____		
Email	_____	Phone	_____
Full Name	_____	Relationship	_____
Company/Job Title	_____		
Email	_____	Phone	_____

Additional Information

Are you a citizen of the United States? Yes ☐ No ☐

If no, are you authorized to work in the U.S.? Yes ☐ No ☐

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

If yes, explain _____

Would you pass a background check? Yes ☐ No ☐

Would you pass a drug test? Yes ☐ No ☐

Do you have a valid driver's license? Yes ☐ No ☐

Do you have reliable transportation? Yes ☐ No ☐

Hope Lutheran Church is a member of the ELCA (Evangelical Lutheran Church in America). Please indicate why you are interested in working for this type of organization, and list any previous work or volunteer experience with churches & non-profit organizations:

Please indicate anything else you would like the hiring committee to know:

Disclaimer and signature

- ☐ I certify that my answers are true and complete to the best of my knowledge.
- ☐ If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature _____

Date _____