CHURCH SECRETARY JOB APPLICATION

FIRST PRESBYTERIAN CHURCH OF WINNEBAGO, IL

208 W Winnebago St, Winnebago, IL 61088

815-335-2051

1. PERSONAL INFORMATION

Full Name: _____

Address: _____

City, State, ZIP: _____

Phone Number: _____ Email Address: _____

Preferred Contact: ☐ Phone ☐ Email Legally authorized to work in the U.S.: ☐ Yes ☐ No

Available for 16-20 hr a week, M-F Schedule?: ☐ Mornings ☐ Afternoons ☐ Combination

When would you be able to start? ☐ Immediately ☐ Before Nov. 16 _____ ☐ After Nov. 16. _____

Do you consent to a criminal background check as part of the application process? ☐ Yes ☐ No

2. EMPLOYMENT HISTORY

Most Recent Employer: _____

Job Title: _____ Dates Employed: _____

Reason for Leaving: _____

Previous Employer: _____

Job Title: _____ Dates Employed: _____

Reason for Leaving: _____

3. SKILLS AND QUALIFICATIONS

Check all that apply:

☐ Office administration ☐ Answering phones / greeting visitors ☐ Email and correspondence

☐Microsoft Word / Excel / Google Drive & Slides ☐ Mac and PC Operating System ☐ Calendar scheduling

☐Record keeping and filing ☐ Church bulletins / newsletters ☐ Confidential information

☐ Meeting agendas and minutes ☐ Church membership or financial records

☐Other: _____

Additional relevant experience:

_____

_____

4. CHURCH AND MINISTRY EXPERIENCE

Have you worked or volunteered at a church? ☐ Yes ☐ No

If yes, please describe your role:

_____

_____

Are you comfortable communicating with pastors, church members, visitors, and community members? ☐ Yes ☐ No

5. REFERENCES

Reference 1: Name _____ Relationship _____

Phone or Email: _____

Reference 2: Name _____ Relationship _____

Phone or Email: _____

6. ADDITIONAL INFORMATION

Why are you interested in the Church Secretary position?

_____

_____

What strengths would you bring to this position?

_____

_____

7. APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may affect my eligibility for employment.

Applicant Signature: _____ Date: _____

FOR CHURCH USE ONLY

Date Received: _____ Interview Date: _____

☐ Approved for Interview ☐ Not Selected ☐ Pending

Notes: _____

Reviewed By: _____ Date: _____

Applicant information will be handled confidentially and in accordance with applicable employment laws.