



Application for
Secretary
Position

Juniata Mennonite School

PERSONAL PROFILE

LAST NAME FIRST MIDDLE

Present Address _____ Telephone (_____) _____ - _____

CITY STATE ZIP CODE

Denomination _____ Congregation _____

Marital Status: Are you separated from your spouse, divorced, remarried, or married to a divorced person? Yes No If "yes", please explain. _____

EDUCATIONAL AND EMPLOYMENT BACKGROUND

High School

School Location Year of Graduation

Post-High School Education

Name of Institution Location Degree

Employment - Work Experience

List chronologically your last four (4) places of employment.

Inclusive Dates Mo/Yr to Mo/Yr	Kind of Work	Employer and Address

(If necessary, enclose sheet with additional listings of any above items.)

Please list any education or experience which would apply to the following facets of the job:
Computer/typing skills:

Filing/clerical skills:

Organizational skills:

Dealing with people in person and on the phone:

Dealing with children:

Coordinating volunteer labor:

REFERENCES

List the names of three (3) persons who know directly of your work professionally or of your qualifications for the job.

Name	Position	Present Address

Have you ever been dismissed or asked to resign from a position? Yes No
(If "Yes," give details on a separate sheet.)

Have you ever been convicted of, or are you currently charged with or under investigation for, any offense involving dishonesty, breach of trust, moral turpitude, or any other type of misdemeanor or felony? Yes No (If "Yes," give details on a separate sheet.)

When can you begin a position, if appointed? _____

Are you under contract at the time of making this application? _____

What is the latest date by which you may resign without violating your contract?

May your present employer be contacted? Yes No If "no" explain _____

Present Salary _____ Minimum Acceptable Salary _____

CERTIFICATION

I give the school and its designated representatives permission to contact the schools, employers, and references named in this application and to investigate the information I have provided and to seek and obtain any other information the school considers relevant. I release the school and its representatives and the persons and organizations who provide this information from any liability for doing so.

I further waive the right to ever personally view any references given to the school.

In addition, I declare that all my statements and answers which are part of this application to be complete and correct to the best of my knowledge.

Signature _____ Date _____

STATEMENT OF CHRISTIAN FAITH AND COMMITMENTS

(Please attach separate sheets of paper, if needed, for your response.)

Write a spiritual autobiography. Include your personal relationship to Christ, your present relationship to the church, and your philosophy of Christian life and commitment.

Date: _____ Signed: _____