

# Juniata Mennonite School

## Application for Financial Secretary Position

### PERSONAL PROFILE

Date of Application \_\_\_\_\_

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
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_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

Computer/typing skills:\_\_\_\_\_

_____
_____

QuickBooks/Excel/Publisher 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: \_\_\_\_\_