

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR:

CHURCH SECRETARY



**Personal Information**

Social Security #	Today's Date:
Name:	
Address:	Email:
Phone Number: (Day)	(Night)

Are you 18 years of age or older?  Yes  No

If hired, can you provide written evidence that you are authorized to work in the U.S.?  Yes  No

**Education**

	Name & Location	Circle Last Year Completed	Did You Graduate?	Degree Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School / other		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Employment History**

Employer Name/Address	Kind of work	Date Started/Left	Salary	Reason for Leaving
1.				
2.				
3.				
4.				

**Job Data**– Please list areas in which you have experience or specific training.

Are you proficient in Microsoft Office \_\_\_  
 How would you rate your Computer Skills: Excellent / Good / Fair / Poor  
 Other Office Skills:

**Church Life**

Name of church you belong to: \_\_\_\_\_

What church activities are you involved with?

## Health Information

How would you describe your health in general? \_\_\_\_\_

Hearing? \_\_\_\_\_ Eyesight \_\_\_\_\_

Do You Smoke? \_\_\_\_\_

Any Chronic Health Problems?

## References (please do not include relatives)

Name	Occupation	Address	Phone #	Years Known
1.				
2.				
3.				

**Additional Information**—Please give us any additional information you desire about your education or work experience.

I understand that the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal laws. This “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the church. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand that the church will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



1731 S. US HWY 281  
Stephenville, Texas 76401  
(254) 965-5195 Office  
(254) 965-6068 Fax

### Consent for Criminal Background History check Authorization/Waiver/Indemnity

I hereby give permission for the **Valley Grove Baptist Church Of Stephenville, Texas** to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this Organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history if I dispute the record as received.

\_\_\_\_\_  
Please **print** your full name

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

\_\_\_\_\_  
Current Address Current Phone Number

\_\_\_\_\_  
Previous address(s)

\_\_\_\_\_  
Date Of Birth Place Of Birth

\_\_\_\_\_  
Social Security Number Texas Driver's License Number

Other names that I have used: (i.e. Maiden name, nicknames) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Today's Date

## **Receptionist/Secretary**

### **Principle Functions:**

A Church-support staff position, supervised by the Pastor. To serve as the Secretary/Receptionist for the Church offices and assist the Pastor, Ministers, staff, and lay leadership in fulfilling their designated responsibilities to the church

### **Responsibilities**

Assist the church treasurer as financial secretary, as needed

Prepare church worship bulletins, church newsletters, and calendar

Maintain church and website calendar of activities; apprise Nursery Director of updated schedule changes requiring nursery assistance

Maintain Automated Church [Record Keeping] System (ACS), including Sunday School records, rosters and statistical reports; prospect/outreach records; current membership/attendance; and contribution records

Schedule and calendar facilities for weddings as approved in staff meetings

Assist benevolence clients; maintain benevolence records and financial budget; post online records of benevolence activity to Erath Benevolence Network

Answer the telephone and greet visitors to the church office; direct phone calls and visitors to the appropriate offices; prepare and receive outgoing and incoming mail

Assist the ministerial staff, as well as all committees, Sunday School teachers, church members, deacons, and all ministries, as needed

Maintain proper operation of office equipment; purchase required supplies; order bereavement flowers for funerals; receive and process memorials, mailing acknowledgements to giver and receiver

Prepare materials for Wednesday prayer and business meetings

Assist the church in fulfilling its mission

Maintain current directory of church families

Perform other duties as assigned

Adhere to church policies as outlined in the Personnel Policies

### **Job Skills Needed**

**Ability to Greet and Work with people – Friendly Attitude**

**Proficient in Microsoft Office Suite and Above Average Computer Skills**

**Quickbooks**

**Possess Reliable Transportation**