**Fawn United Methodist Church**

67 S. Market St. Fawn Grove PA 17321

(717) 382-4573 www.Fawnumc.org

fawnumchurch@gmail.com

Job Application

Position: Administrative and Financial Secretary

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| --- | --- | --- |
| **PERSONAL INFORMATION**  |  |  |
| Last Name  |  | First  | M.I.  | Date  |  |
| Street Address  |  | Apartment/Unit #  |  |
| City  |  | State  | ZIP  |  |
| Phone  |  | Cell Phone |  |
| Date Available  | E-Mail Address  |  |
| Position Applied for  |  |  |
| Are you a citizen of the United States?  | YES NO If no, are you authorized to work in the U.S.? YES  | NO  |
| Are you 18 years or older?  | YES NO Birthdate:  |  |
| Have you ever been convicted of a felony?  | YES NO If yes, explain  |  |
| May we contact you for another position?  | YES NO  |  |

**EMPLOYMENT INFORMATION**

|  |  |
| --- | --- |
| Position Applying For: Administrative and Financial Secretary | Date You Can Start:  |
| Compensation: $12.20/hour  | Postion: Part-Time 25h/week Position  |
| Are you employed now? YES NO If so, may we inquire of your present employer? YES NO  |
| Have you previously applied to Fawn United Methodist church? YES NO If so, when?  |
| Are you available to work 25 hours per week (5 hours per day)? |
|  If selected, when would you be available for an interview?  |
| **EDUCATION AND TRAINING**  |
| High School  | Address  |
| From  | To  | Did you graduate?  | YES  | NO  | Degree  |
| College  |  |  | Address  |   |  |
| From  | To  | Did you graduate?  | YES  | NO  | Degree  |
| Other  |  |  | Address  |   |  |
| From  | To  | Did you graduate? YES NO  | Degree  |
| List any other relevant training, certifications or coursework (include missions):  |
|   |
|   |
| List computer software, or languages you are familiar with:  |
|   |
|   |
| What experience have you had maintaining financial records? |
|  |
|  |
| What experience have you had with working with the public?  |
|  |
|  |
| What experience have you had completing Federal Tax forms, employee payroll and FICA forms? |
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|  |
| List other job-related qualifications and skills. Include computer experience skills with machines, typing, shorthand, etc.  |
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|  |
| **Additional Skills or Experience:**  |
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|   |
| **Safe Sanctuaries Requirements**  |
| All employees of Fawn United Methodist Church must complete Safe Sanctuaries Requirements which includes but is not limited to 3-hour training course, Pennsylvania and FBI Criminal Background Check with fingerprinting, PA Child Abuse History Clearance and reference checks. Maryland State Police Criminal History will be required if Maryland Resident.  |
|  Are you willing to complete the Safe Sanctuaries Requirements?  |
|   |
| **JOB DESCRIPTION (ATTACHED)**  |
|  |
| Do you have the ability to perform the job functions listed in the job description? YES  |  |  NO  |  |   |
| Are you able to perform these tasks with our without any accommodation? WITH  |  |  WITHOUT  |  |   |
|   |
| **REFERENCES**  |
| Please list three professional references.  |
| Full Name  | Relationship  |
| Company  | Phone ( )  |
| Address  |
| Full Name  | Relationship  |
| Company  | Phone ( )  |
| Address  |
| Full Name  | Relationship  |
| Company  | Phone ( )  |
| Address  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  |  |  |  |
| Employer  |  |  | Phone ( )  |  |
| Address  |  |  | Supervisor  |  |
| Job Title  | Starting Salary $ | Ending Salary  | $  |
| Responsibilities  |  |  |  |
| From To Reason for Leaving |   |  |  |
| May we contact your previous supervisor for a reference? |  YES  |  NO  |  |
| Employer  |  |  | Phone ( )  |  |
| Address  |  |  | Supervisor  |  |
| Job Title  | Starting Salary $ | Ending Salary  | $  |
| Responsibilities  |  |  |  |
| From To  | Reason for Leaving |   |  |  |
| May we contact your previous supervisor for a reference? |  YES  |  NO  |  |
| Employer  |  |  | Phone ( )  |  |
| Address  |  |  | Supervisor  |  |
| Job Title  | Starting Salary $ | Ending Salary  | $  |
| Responsibilities  |  |  |  |
| From To  | Reason for Leaving |   |  |  |
| May we contact your previous supervisor for a reference? |  YES  |  |  NO  |  |   |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYMENT**  |  |  |  |
| I have read and subscribe without reservation to the Fawn United Methodist Church Statement of Faith:  |
| Church Presently Attending (if applicable): |
| City:  | Pastor: | Phone:  |
|  |  |  |
| What is your presenting level of church involvement?  |
| May we contact your pastor for a reference?  |

Please submit this job application with a coverletter and resume. Applications will be accepted until the position is filled. Applications may be submitted in person at the church office, mailed to the church or via email. E-mail applications should be sent to fawnumchurch@gmail.com as pdf. Files. Once your application is received you will receive confirmation of receipt within four business days. If you have any questions, please do not hesitate to contact the church office or Pastor Stough.

I certify that the facts contained in this application are true and complete to the best of my knowledge.

I understand that this application is not a contract of employment, nor a legal document, and nothing contained herein cerates a contract between Fawn United Methodist Church and me.

If hired, I consent to completing the Safe Sanctuaries Requirements and Fawn United Methodist Church conducting a criminal records check, results are kept confidential.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_