Community Congregational Church Administrative Assistant Application Form

Thank you for your interest in serving with our church. Please complete this application thoroughly. All information will be kept confidential.

Personal Information

Full Name: _____

Address: _____

Phone Number: _____ **Email:** _____

Preferred Method of Contact: ☐ Phone ☐ Email ☐ Text

Availability:

Position Type: This position is a part-time position

Days/Hours Available: _____

Date Available to Start: _____

Education

Highest Level of Education Completed: _____

School/Institution: _____

Relevant Training or Certifications (office, ministry, etc.):

Employment History

Most Recent Employer -

Organization Name: _____

Position Title: _____

Dates of Employment: _____

Supervisor Name & Contact: _____

Primary Responsibilities:

Previous Employer (if applicable) -

Organization Name: _____

Position Title: _____

Dates of Employment: _____

Primary Responsibilities:

Administrative Skills

Please check all that apply:

☐ Phone and email correspondence ☐ Scheduling and calendar management ☐ Data entry and record keeping ☐ Bulletin/newsletter preparation ☐ Basic bookkeeping or financial tracking ☐ Microsoft Office / Google Workspace ☐ social media

or website updates ☐ Event coordination ☐ Confidential file management

Other Relevant Skills: _____

Spiritual & Personal Qualifications

1. Briefly describe your personal faith journey:

2. Why are you interested in serving as a church administrative assistant?

Personal References

Please provide two references with names and contact details.

1.

2.

Thank you for your interest in Community Congregational Church.