

Friendship Baptist Church

3900 Beaubien Street
Detroit, Michigan. 48201

Job Application – Secretary

PLEASE PRINT

NAME _____
FIRST MIDDLE LAST

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE (HOME) _____ (CELL) _____

EMAIL ADDRESS _____

Do you have a valid driver's license? [] YES [] NO

Do you have previous experience as a secretary? [] YES [] NO

What special skills, license, or certificate do you possess? _____

Please list the computer software programs in which you are proficient?

JOB HISTORY: List your last four jobs and your reason for leaving.

1. _____

Address _____ City _____ State _____ Zip Code _____

Responsibilities _____

Reason for leaving _____

2. _____

Address _____ City _____ State _____ Zip Code _____

Responsibilities _____

Reason for leaving _____

3. _____

Address _____ City _____ State _____ Zip Code _____

Responsibilities _____

Reason for leaving _____

REFERENCES: List the names of three references that we may contact who know about you and your work habits.

Name _____ **Telephone number** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Relation to you _____

Name _____ **Telephone number** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Relation to you _____

Name _____ **Telephone number** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Relation to you _____

I attest that all information on this form is true and correct, and I understand that anything found to be untrue may result in my dismissal whenever it is discovered.

Signed: _____ **Date** _____