



Faith Baptist Church
301 Bill Foster Memorial Highway
P.O. Box 1475
Cabot, Arkansas 72023
(501) 843-5291

Application for Employment

Position Title: Administrative Assistant/Receptionist

Job Description: This is a position coinciding with church office hours. It entails answering phones, greeting the public and maintaining a pleasant, cohesive atmosphere in the church office. It also provides administrative assistance, as needed, to the Associate Pastors, is responsible for all weekly and periodic church publications and other miscellaneous administrative tasks including mail distribution, calendar management, correspondence and maintaining membership records. The position is 28 hours per week at an hourly rate of up to \$10.50 per hour.

Required Characteristics: Pleasant, even-tempered personality; works well under pressure; ability to make sound, discretionary decisions

Required Skills: Computer proficiency; writing/editing; organization; establishing priorities; general secretarial and receptionist skills

Date _____

Personal Information:

Social Security # _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

How long at this address? ____yrs ____mos

Home Phone _____ Other Numbers _____

Job Qualifications:

Have you had any work experience answering phones and greeting the public? If so, please give a brief description of that experience.

Microsoft WORD	proficient	somewhat familiar	none
Other word processing software	proficient	somewhat familiar	none
Microsoft Excel	proficient	somewhat familiar	none
Graphics applications	proficient	somewhat familiar	none
Internet use	proficient	somewhat familiar	none
Other software	proficient	somewhat familiar	none
	proficient	somewhat familiar	none
	proficient	somewhat familiar	none

Please list employment history for the past five years, beginning with the current or most recent.

[illegible]

Personal References (please list three)

<u>Name</u>	<u>Phone</u>	<u>Relationship</u>

Have you ever been convicted of a felony? yes no

Will you consent to a background check? yes no

If so, please read the following permission statement and sign below.

I hereby give my permission for the release of information from law enforcement files to: Faith Missionary Baptist Church of Cabot 301 Bill Foster memorial Highway, Cabot, Arkansas 72023. I understand that Faith Missionary Baptist Church of Cabot has the right to require this record check as a condition of employment.

I understand that I can request a copy of the information received in this check and have the right to challenge the accuracy and completeness of this information.

I understand that this information will be used only for employment purposes and will not be released to other persons or used for any other purpose.

Signature_____ Date_____

Notice to Applicants:

Applications must be turned in to the church office. Applicants will be notified of an interview. If you have any questions, please contact Elaine Moran.