

Living Water Community Church

ADMINISTRATIVE ASSISTANT

APPLICATION PACKET

Mission Statement:

Living Water Community Church seeks to follow Jesus
by Loving God and Loving Others

PROCESS OF APPLICATION: • Applications for the part time Administrative Assistant position at the Living Water Community Church Sheldon Campus can be downloaded from the Living Water Church website www.forallwhothirst.com; the list of Administrative Assistant Job Requirements and Qualifications and Job Responsibilities can also be found on the website.

Completed applications will be accepted until June 1.

Completed Applications will also be accepted by mail, until June 1, and can be mailed to:

Living Water Community Church

ATTN: Garry Nyenhuis

PO Box 197

Orange City, IA 51041

No phone calls or faxes, please.

- Only the candidates selected for the interview process will be contacted via phone. All other candidates will be notified via email or letter.

JOB APPLICATION

Living Water Community Church

610 2nd Ave

Sheldon, IA 51201

712.631.4633

Living Water Community Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the church.

Please fill out all the sections below:

Applicant Information:

Applicant Name: _____

(First) (Middle) (Last)

Present Address: _____

(Number and Street) (City, State) (Zip)

Permanent Address: _____

(Number and Street) (City, State) (Zip)

Telephone Numbers: _____

(Daytime) (Evening)

Email Address: _____

How did you learn about this position?

Date of Application: _____

Employment Position:

Position applying for: Administrative Assistant (part time)

What days are you available for work? _____

On what date can you start working if you are hired? _____

Personal Information:

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Will you consent to a mandatory background check? Yes No

Do you have any condition which would require job accommodations? Yes No

- If yes, please describe accommodations required below:
-
-

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

- If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:
-
-

(Note: No applicant will be denied employment solely on grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the positions (s) applied for may, however, be considered.)

Job Skills/Qualifications:

Please list below the skills and qualifications you possess for this position:

(Note: Living Water Community Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training:

High School:

Name_____

Location_____

Year

Graduated_____

Degree Earned? Yes/No

College/University:

Name_____

Location

Year

Graduated_____

Degree Earned? Yes/No

Vocational School/Specialized Training:

Name_____

Location_____

Year

Graduated_____

Degree Earned? Yes/No

Previous Employment: (beginning with most recent first)

Employer Name: _____

Dates of Employment: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Reason for leaving: _____

Employer Name: _____

Dates of Employment: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Reason for leaving: _____

Employer Name: _____

Dates of Employment: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Reason for leaving: _____

References:

Please provide 2 professional references and 1 personal reference below:

Reference _____

Contact
information _____

Reference _____

Contact
information _____

Reference _____

Contact
information _____

Military:

Are you a member of the Armed Services? Yes No

What branch of the military did you enlist? _____

How many years did you serve in the military? _____

What was your military rank when discharged? _____

What military skills do you possess that would be an asset for this position?

Describe your personal faith journey:

AT-WILL EMPLOYMENT:

The relationship between you and the Living Water Community Church is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Living Water Community Church. No representative of Living Water Community Church has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will,” and that you acknowledge that no oral or written statement or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and by a member of the Living Water Church Council.

Applicant Signature: _____

Dated: _____