

NETARTS FRIENDS CHURCH

Employment Application: Part-Time Office Manager



Do you have bookkeeping, computer, administrative, and organizational skills? Are you trustworthy, reliable, a willing-learner, and detail oriented? Are you a team-player with a heart to use your gifts to serve and equip the church? If so, we invite you to submit an application for the position of Office Manager at Netarts Friends Church.

This position is for 24-40 hrs. a month (6-10 hrs. a week). The pay is \$18.50 per hour. The schedule can be determined with Pastor Aaron Carlson. See the attached Job Description for more information. Please email the following application to Pastor Aaron Carlson at aaronyeehaw@gmail.com

APPLICANT INFORMATION															
Last Name				First				M.I.		Date					
Street Address						Apartment/Unit #									
City				State				ZIP							
Phone				E-mail Address											
Date Available															
Are you a citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?				YES <input type="checkbox"/>		NO <input type="checkbox"/>	
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain							
EDUCATION															
High School				Address											
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
College				Address											
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Other				Address											
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Other Training															
REFERENCES															

Please list two professional references.

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>	
Signature	Date

Please answer the following questions.

1. What computer programs/applications/tasks are you familiar with, and proficient in? Have you had experience using Word, Quick Books, Power Point, Excel, or Publisher? Please explain.
2. Do you have experience working with financial management and bookkeeping? Please describe?
3. Have you ever worked for a Christian ministry organization of any kind in the past? If so, please describe.
4. What qualities are most important to you in a supervisor?
5. What have other people told you are some of your greatest strengths and weaknesses?
6. Please describe your spiritual journey and faith commitments.

7. How have others described your personality?

8. If you aren't currently a part of Netarts Friends Church, of what church are you currently a member or regular attender?

9. Other? What is important for us to know about you?

Please return applications to:
Netarts Friends Church
4685 Alder Cove Rd. W.
Tillamook, OR
97141
503-842-8375

Or email applications to:

aaronyeehaw@gmail.com

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