

Administrative Assistant Application

Lord of Life Lutheran Church, Lakeville, MN

Please complete this application and send it to Jamie.Thompson@lordoflifemn.org or mail to Lord of Life Lutheran Church, Pastor Jamie Thompson, 16200 Dodd Lane, Lakeville, MN 55044. Applicants are encouraged to attach a copy of their résumé. Applications are now being accepted. Please call the church office at 952.953.4484 with any questions.

Personal Information:

Name: _____

Last

First

Middle

Address: _____

Street

(apt)

Address: _____

City

State

Zip

Contact Information: () _____

()

Home Telephone

Mobile

Email

How would you prefer to be contacted? Home Mobile Email

How did you learn about this position? _____

What special skills and abilities do you have relating to this position? _____

Compensation Requirement: _____

Hobbies: _____

Accomplishments: _____

Affiliations: _____

Education: (optional)

	Name	Address	Graduate/Degree	Major / Subjects of study
High School				
College / University				
Specialized Training				
Other Education				

Previous Work Experience: (Especially note experience related to this position)

Please list most recent first.

Dates Employed	Organization	Location	Role/Title

Tasks and responsibilities:

Reason for leaving:

Dates Employed	Organization	Location	Role/Title

Tasks and responsibilities:

Reason for leaving:

Dates Employed	Organization	Location	Role/Title

Tasks and responsibilities:

Reason for leaving:

References:

Name	Address	Phone Number	Relationship

I hereby certify that all entries on this job application and any attachments are true and complete. I understand that all information on this job application is subject to verification. I also agree that you may contact references and educational institutions listed on this application.

Name (Signature)

Date