

FIRST ENGLISH LUTHERAN CHURCH
Application for Preschool Office Assistant

Name _____ **Date** _____
Last First M.I.

Address _____
Street Address Apartment/Unit #

City State ZIP Code

Phone (____) _____ **E-mail Address** _____

Are you a Citizen of the United States? yes no
If no, are you authorized to work in the U.S.? yes no

* * * * * **EDUCATION** * * * * *

High School _____

Date High School Diploma received _____

College _____

Address City State Zip

Major _____ **Minor** _____

Degree Earned _____ **Date** _____

Please list any graduate training and/or additional degrees earned:

* * * * * **WORK HISTORY** * * * * *

Employer Position Dates

Employer Position Dates

Employer Position Dates

Are you familiar with Microsoft Word, Excel, Power Point, and Google Docs?

yes no some Which ones? _____

Are you willing to take the required Iowa Department of Health & Human Services classes?

yes no (First Aid/ CPR, Mandatory Reporter, Universal Precautions, Essentials Training...)

Are you willing to attend Iowa District West Teacher Workshop for additional training?

yes no (IA Dist. West is the Lutheran church workshop we attend in Aug.)

* * * * * **REFERENCES** * * * * *

List the names of at least two references and provide a letter of recommendation

Name Phone

Address City State Zip

Name Phone

Address City State Zip

Name Phone

Address City State Zip

* * * * *

A background check and fingerprinting will be required as a condition of employment.

Signature Date