

EMPLOYMENT APPLICATION
Administrative Assistant – Missions & Spiritual Growth - Part Time
Shepherd of the Hills

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Applicant name: _____ Date: _____

Address: _____

How long at this address? _____ If less than 5 years, please list previous address below:

Years: _____

Telephone No. _____ Cell No. _____

Email Address: _____

Are you currently employed? _____ Yes _____ No

Date available to start work: _____

Have you been convicted of a crime in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

We conduct a background check on all applicants. Do you have any objections? _____

How were you referred to us? _____

Employment History

Please provide all employment information for your past three employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone No. _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

May we contact this employer: _____ Yes _____ No

Employer: _____ Position held: _____

Address: _____ Telephone No. _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

May we contact this employer: _____ Yes _____ No

Employer: _____ Position held: _____

Address: _____ Telephone No. _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

May we contact this employer: _____ Yes _____ No

References

List three reference names, relationship to you, telephone numbers, and year's known (do not include relatives or employers):

I certify the answers given herein are true and complete to the best of my knowledge. I authorize Shepherd of the Hills to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I acknowledge that any employment offered by Shepherd of the Hills shall be subject to a three-month probationary period for an evaluation of my capability to perform assigned work competently.

Applicant signature: _____ Date: _____

Thank you for completing this Employment Application.

Please send Cover Letter, Resume & Employment Application ASAP to:

Shepherd of the Hills
Attn: Catherine Kaderavek
P.O. Box 802
Pewaukee, WI 53072
or
catherine@sothpewaukee.org