Harvest Time Ministries, Inc.

ADMINISTRATIVE ASSISTANT JOB APPLICATION

Application information

Full name: _____ Date: _____

Last *First* *M.I.*

Address: _____ Phone: _____

Street address *Apt/Unit #*

_____ Email: _____

City *State* *Zip Code*

Date Available: _____ Do you have an ABN Number? Yes ☐ No ☐ ABN number: _____

Why are you seeking casual employment? _____

Are you a citizen of Australia/New Zealand, Australian Permanent Resident or hold a valid Working Visa?

- ☐ Australian/New Zealand Citizen
- ☐ Australian Permanent Resident
- ☐ Valid Working VISA
- ☐ None of the above

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Diploma: _____

University: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes ☐ No ☐ Degree: _____

Church Affiliation

Are you a member of a Local Church?	Yes ☐	No ☐	If yes, where?	
Are you presently serving/working in a Local Church?	Yes ☐	No ☐	If yes, what area/s?	
Have you ever served or worked in your Local Church?	Yes ☐	No ☐	If yes, what area/s?	
Are you presently serving/working in a Local Church?	Yes ☐	No ☐	If yes, what area/s?	

Skills

Have you ever used accounting/bookkeeping software?	Yes ☐	No ☐	If yes, what software/s?	
Have you ever used MS Word?	Yes ☐	No ☐	If yes, how skilled are you?	☐ Beginner ☐ Intermediate ☐ Expert
Have you ever used MS Excel?	Yes ☐	No ☐	If yes, how skilled are you?	☐ Beginner ☐ Intermediate ☐ Expert
Have you ever used MS PowerPoint?	Yes ☐	No ☐	If yes, how skilled are you?	☐ Beginner ☐ Intermediate ☐ Expert
Have you ever designed an event flyer?	Yes ☐	No ☐	If yes, how skilled are you?	☐ Beginner ☐ Intermediate ☐ Expert

References

Please list two professional references and one personal reference.

Full name:		Relationship:	
Company:		Phone:	
Address:		Email:	

Full name:		Relationship:	
Company:		Phone:	
Address:		Email:	

Full name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____ Email: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job title: _____ From: _____ To: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? Yes ☐ No ☐

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____