

## Application for Secretary at Zion UCC, Peru, IL

Name \_\_\_\_\_  
Last
First
Middle

Address \_\_\_\_\_  
Street
City/State
Zip

Phone\_(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home
Cell

E-mail \_\_\_\_\_

### Education

	Name and Location	Dates	Diploma or Degree
High School			
College			
Other			

Please indicate with which of the following computer programs you are familiar.

Microsoft Word \_\_\_\_ Microsoft Excel \_\_\_\_ Microsoft PowerPoint \_\_\_\_

Microsoft Publisher \_\_\_\_ Others (please list) \_\_\_\_\_

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the secretary's responsibilities. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Please list your last two places of employment, beginning with the most recent, indicating name, address and phone number of employer, position and general responsibilities, and dates of employment.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list two personal references not directly related to you.

1. \_\_\_\_\_  
Name Address Phone

2. \_\_\_\_\_  
Name Address Phone

How did you learn about this position? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Available start date: \_\_\_\_\_

Desired hourly pay range: \_\_\_\_\_

Please return this application to:

Zion United Church of Christ

1521 Sixth St.

Peru, IL 61354

by February 25, 2013

