

**Community Presbyterian Church of Mountainside**

**Application for Administrative Assistant**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Day \_\_\_\_\_ Evening \_\_\_\_\_

Email \_\_\_\_\_

How soon would you be able to start in this position? \_\_\_\_\_

**Professional Experience**

Please provide a description of your professional experience related to this position

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Knowledge of Software**

What computer software are you familiar with?

Microsoft Office \_\_\_\_\_ Quick Books \_\_\_\_\_ Other \_\_\_\_\_

Please explain why we should hire you

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References**

This field is optional. However, we will need this information, if and when you are pre-selected for this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_