

**APPLICATION FOR SECRETARY POSITION**  
**IRETON CHRISTIAN SCHOOL**  
*(Please Print)*

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
(NUMBER & STREET) (CITY) (STATE/PROVINCE) (POSTAL CODE)

Information you may provide (not required):

Birth Information (Date; Place) \_\_\_\_\_

Marital status information (Family) \_\_\_\_\_

Church (Denomination) affiliation \_\_\_\_\_

Email \_\_\_\_\_

**RECORD OF TRAINING**

	NAME & LOCATION (CITY, STATE/PROVINCE) OF SCHOOL FROM WHICH YOU GRADUATED	WAS THIS A CHRISTIAN SCHOOL?	HOW LONG DID YOU ATTEND?	DATE OF GRADUATION
Elementary School				
Secondary School				
College or University	NAME & LOCATION (CITY, STATE/PROVINCE) OF SCHOOLS ATTENDED	HOW LONG DID YOU ATTEND?	DATE OF GRADUATION	DEGREE RECEIVED
	_____	_____	_____	_____
	_____	_____	_____	_____

**RECORD OF EXPERIENCE**

Type of Work	Years
_____	_____
_____	_____
_____	_____

**Office Duties: (please answer each question)**

1-How many words per minute can you type? \_\_\_\_\_

2-Do you have good communication and people skills? \_\_\_\_\_

3-Do you have a positive and friendly attitude? \_\_\_\_\_

4-Do you have bookkeeping experience (general ledger)? \_\_\_\_\_

If yes, explain. \_\_\_\_\_

5-Do you have Quick books or Quicken experience? \_\_\_\_\_

If yes, explain. \_\_\_\_\_

6-How many hours do you desire to work per week? \_\_\_\_\_

7-What is a suitable dollar amount per hour wage? \_\_\_\_\_

**REFERENCES**

NAME	ADDRESS	PHONE NUMBER

**State why you are interested in this position at Ireton Christian School:**