



St. Nicholas Orthodox Church

2250 East Paris Ave. SE
Grand Rapids, MI 49546

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT PRE-EMPLOYMENT QUESTIONNAIRE

St. Nicholas Orthodox Church is hiring a part-time secretary who will fulfill the duties as outlined in the job description. Applicants must be available to work 5 hours/per day Tuesday-Friday from midmorning to early afternoon.

An ideal candidate would possess the following:

- Strong organizational skills with attentiveness given to even the smallest of details
- Ability to manage multiple assignments and prioritize work accordingly
- A professional attitude
- Ability to maintain confidentiality when appropriate
- Ability to manage communication through telephone calls, emails, letters
- Experience working with databases
- Proficiency in Microsoft Office including Word, Excel, and Publisher

Finally, we're looking for someone who is eagerly committed to following Christ. Membership at St. Nicholas Orthodox Church is not a prerequisite for hire, but the ideal candidate will be willing to understand the Orthodox Faith and its practices.

Education: High School or Equivalent **Salary:** \$14 per/hour

SECTION 1: PERSONAL INFORMATION

NAME (LAST NAME FIRST)			SOCIAL SECURITY NO.	
PRESENT ADDRESS	APT NO.	CITY	STATE	ZIP
PERMANENT ADDRESS	APT NO.	CITY	STATE	ZIP
ARE YOU 18 YEARS OR OLDER? YES NO	PHONE	EMAIL		
HAVE YOU BEEN CONVICTED OF A FELONY OR MISDEMEANOR? YES NO				
IF YES, EXPLAIN (WILL NOT NECESSARILY EXCLUDE YOU FROM CONSIDERATION)				

SECTION 2: DESIRED EMPLOYMENT

POSITION: Part-time Secretary	DATE YOU CAN START:
ARE YOU EMPLOYED NOW? YES NO	
IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO	
REASON FOR LEAVING?	
NAME OF LAST SUPERVISOR AT THIS COMPANY?	
WHO REFERRED YOU FOR EMPLOYMENT AT ST. NICHOLAS? EMPLOYMENT AGENCY EMPLOYEE REFERRAL FRIEND WEBSITE OTHER	

APPLICATION FOR EMPLOYMENT

SECTION 3: EDUCATION

NAME/LOCATION OF SCHOOL (HIGH SCHOOL AND ABOVE)	NO. OF YEARS ATTENDED	GRADUATED		MAJOR/DEGREE
		YES	NO	
OTHER EDUCATION, EXPERIENCE, OR LICENSES, WHICH YOU FEEL ARE RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING:				

SECTION 4: FORMER EMPLOYERS

LIST BELOW YOUR LAST THREE EMPLOYERS, STARTING WITH THE MOST RECENT ONE FIRST.

NAME OF PRESENT OR LAST EMPLOYER			
STARTING AND LEAVING DATES		JOB TITLE	
NAME OF SUPERVISOR	TITLE	PHONE	
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
STARTING AND LEAVING DATES		JOB TITLE	
NAME OF SUPERVISOR	TITLE	PHONE	
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
STARTING AND LEAVING DATES		JOB TITLE	
NAME OF SUPERVISOR	TITLE	PHONE	
REASON FOR LEAVING			

NAME OF PREVIOUS EMPLOYER			
STARTING AND LEAVING DATES		JOB TITLE	
NAME OF SUPERVISOR	TITLE	PHONE	
REASON FOR LEAVING			

SECTION 5: REFERENCES

BELOW, GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	BUSINESS/RELATIONSHIP	PHONE NUMBER
1		
2		
3		

AUTHORIZATION

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT FALSIFIED OR MISLEADING STATEMENTS ON THIS APPLICATION, OR FAILURE TO DISCLOSE ANY PERTINENT INFORMATION SHALL BE GROUNDS FOR NON-HIRE OR IMMEDIATE DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN INCLUDING MY CRIMINAL BACKGROUND AND ST. NICHOLAS ORTHODOX CHURCH TO CONTACT THE REFERENCES, EMPLOYERS, AND EDUCATIONAL INSTITUTIONS LISTED ABOVE TO DISCUSS ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. I RELEASE TO ST. NICHOLAS ORTHODOX CHURCH, ITS CLERGY, PARISH COUNCIL MEMBERS, EMPLOYEES, MY CURRENT AND FORMER EMPLOYER, MY REFERENCES, AND THE EDUCATIONAL INSTITUTIONS I HAVE ATTENDED FROM ANY AND ALL LIABILITY FOR DAMAGE THAT MAY RESULT FROM THE DISCLOSURE, DISCUSSION, AND UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT IF HIRED, MY EMPLOYMENT AT ST. NICHOLAS ORTHODOX CHURCH IS AT WILL AND MAY BE ENDED BY ME, OR ST. NICHOLAS ORTHODOX CHURCH AT ANYTIME FOR ANY OR NO REASON. NO REPRESENTATIVE OF ST. NICHOLAS ORTHODOX CHURCH HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY THE PARISH COUNCIL CHAIR OR HIS/HER REPRESENTATIVE.

DATE

SIGNATURE

ITEMS FOR SUBMISSION:

Please submit the following items when applying for this position:

- A completed application
- Resume
- Typed essay that includes your interest in the position and desire to work at St. Nicholas Orthodox Church. Please also include an explanation of pertinent skills and talents you possess that would make you a viable candidate for this position.