

Application for Director of The Simple Room

PO Box 618 Greenville IL 62246

Please complete each of the items below as fully as possible. If you need extra space, use another sheet of paper.

PERSONAL INFORMATION

Full name _____ Phone number _____

Mailing address _____

Email address _____

1. Are you eligible for employment in the United States? Yes No
2. Have you ever been convicted of any violation of criminal or military law other than minor traffic violations? Yes No
3. Have you ever been disciplined, suspended, or terminated because of any conduct in connection with any schooling, training, or employment? Yes No
4. How did you learn about this position?
5. What is your church fellowship or denominational affiliation?
6. Describe your personal relationship with Jesus Christ.
7. If selected for this job, when would you be able to start?

EDUCATION, TRAINING and EXPERIENCE

1. What is the highest level of education you have achieved?
2. List the academic institutions and addresses where you have attended as well as the dates attended.

3. Have you attended any business, trade or technical schools? If so, please list names, addresses and dates.

4. List any academic honors or awards you have achieved.

5. Do you hold membership in any professional or civic organizations? If so, please name.

6. Check appropriate categories in which you have had training and/or experience:
Office: Accounting Microsoft Office Receptionist
Maintenance: Carpentry Electrical Plumbing
 Heating/Air Conditioning Custodial
 Painting Grounds Keeping
 Vehicle Maintenance
7. Please list any other special training or skills (languages, computer systems, etc.)

EMPLOYMENT HISTORY 1

Provide up-to-date employment information, starting with most recent employer and answering all fields.

Employer Name _____

Address _____

Phone Number _____

Name and Title of Supervisor _____

Position Held (Job Title) _____

Start Date of Employment _____ End Date _____

Description of Your Work _____

Starting Pay _____ Ending Pay _____

Reason For Leaving _____

EMPLOYMENT HISTORY 2

Provide up-to-date employment information, starting with most recent employer and answering all fields.

Employer Name _____

Address _____

Phone Number _____

Name and Title of Supervisor _____

Position Held (Job Title) _____

Start Date of Employment _____ End Date _____

Description of Your Work _____

Starting Pay _____ Ending Pay _____

Reason For Leaving _____

REFERENCES

List three references including at least one professional or academic reference, as well as at least one personal reference.

Reference 1

Name _____

Relationship _____

Address and Phone Number _____

Reference 2

Name _____

Relationship _____

Address and Phone Number _____

Reference 3

Name _____

Relationship _____

Address and Phone Number _____

