

Office Manager Application Form

The Presbytery of the Miami Valley
1541 S Smithville Rd, Dayton, OH 45410

Personal Information

Name _____

First

Middle

Last

Address _____ City _____ State _____ Zip _____

Telephone _____ Cell Phone _____

Email _____

Education

School	Name & Location	Course of Study	Degree/Diploma Earned
High School			
College/University			
Graduate/Professional			

Office Experience

Please circle your proficiency with the following:

Church Management Software - None Novice Intermediate Advanced

QuickBooks - None Novice Intermediate Advanced

Payroll program - None Novice Intermediate Advanced Which one? _____

Publisher - None Novice Intermediate Advanced

Microsoft Word - None Novice Intermediate Advanced

Excel - None Novice Intermediate Advanced

Constant Contact - None Novice Intermediate Advanced

Website development - None Novice Intermediate Advanced

Please list any other office experience, training or skills you may have.

Work/Office Experience:

Company Name	Telephone	
Address	From (month/year)	To (month/year)
Name of Supervisor	Starting salary	Ending salary
State job title & describe work	Reason for leaving	

Company Name	Telephone	
Address	From (month/year)	To (month/year)
Name of Supervisor	Starting salary	Ending salary
State job title & describe work	Reason for leaving	

Company Name	Telephone	
Address	From (month/year)	To (month/year)
Name of Supervisor	Starting salary	Ending salary

State job title & describe work	Reason for leaving
---------------------------------	--------------------

May we contact your present employer? _____ Yes _____ No

Other Miscellaneous Information

Have you ever been convicted of an offense other than a minor traffic violation?

*Yes _____ No _____

*If yes, please state the nature of the offense(s), date(s), city and state, and disposition on a separate sheet of paper. A convictions record is not an automatic bar to employment and the nature, recency, and disposition of an offense will be considered only as it relates to the job for which you are applying.

Have you ever been discharged or forced to resign from any position because of misconduct or unsatisfactory service? *Yes _____ No _____

* If yes, attach a separate sheet stating circumstances, including dates, names, address of employers, and causes.

Can you perform all job-related functions of this position? Yes _____ No _____

Comment _____

References

1. Professional – Someone who has supervised your work:

Name _____ Telephone: _____

Address: _____ Email: _____

Relationship: _____

2. Professional - Someone who has supervised your work:

Name _____ Telephone: _____

Address: _____ Email: _____

Relationship: _____

3. Friend - A person who has known you for a number of years (not a relative):

Name _____ Telephone: _____

Address: _____ Email: _____

Relationship: _____

I hereby certify that all statements made herein are true and correct to the best of my knowledge and authorize references to be checked. I release from all liability persons and organizations reporting information required by this application. I understand that any offer of employment is contingent upon a background check and credit check.

Signature _____ Date _____

Please include your resume (if available) with the submission of this application.

Email your application to: *statedclerk@miamipresbytery.org*

Mail your application to: *Stated Clerk, 1541 S. Smithville Rd., Dayton, OH 45410*