



Hope Community Academy

Administrative Assistant

Job Application

Applicant Information

Full Name:	
Date of Birth (MM/DD/YYYY):	
Address:	
City, State, ZIP:	
Phone Number:	
Email Address:	

Position Details

Position Applied For:	Administrative Assistant
Date Available to Start:	
Desired Salary:	

Education

School Name	Location	Years Attended	Degree/Diploma

Work Experience

Company Name	Position Held	Dates Employed	Responsibilities

Professional References

Name	Relationship	Company	Phone	Email

Faith & Church Affiliation

Are you a practicing Christian?	
Church Name & Denomination:	
How often do you attend church?	
Briefly describe your involvement in church activities:	

Skills & Qualifications

- Computer proficiency (please list software): _____
- Office management experience: _____
- Organizational skills: _____
- Other relevant skills: _____

Statement of Faith

Please write a brief statement describing your Christian faith and how it guides you in your professional and personal life:

Additional Questions

- Are you in full agreement with the doctrines found in Hope Community Academy's Doctrinal Statement? (provided separately) If No, please explain.
- Have you ever been convicted of a crime? If Yes, please explain.
- Do you consent to a background check?
- Are you legally authorized to work in the United States?

Applicant Certification & Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:	
Date (MM/DD/YYYY):	