



**Lakeshore Christian**  
because church should be fun

# Administrative Assistant Job Application

Lakeshore Christian Church is currently seeking qualified applicants for the position of **Administrative Secretary**. To apply, complete this application in its entirety and return it along with your **resume**:

**U.S. Mail**

Lakeshore Christian Church  
Re: Administrative Secretary  
5565 Washington Ave.  
St. Joseph, MI 49101

**Email**

Firechaplain@comcast.net

## Personal Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you attend a church?     No     Yes, I attend church at: \_\_\_\_\_

## Education

**Please Indicate Highest Level of Education Completed:**

High School Diploma/G.E.D.

College / Technical School

Degree(s) Earned:

Associates Degree

Major: \_\_\_\_\_

Bachelors Degree

Major: \_\_\_\_\_

Masters Degree

Major: \_\_\_\_\_

Other: \_\_\_\_\_

## Skills & Experience

The list below represents computer software either currently in use or potentially in use at Lakeshore. Please indicate your experience and proficiency working with each software application.

0 = No experience, 1 = Novice, very little experience, 5 = Very proficient

Microsoft Windows	0	1	2	3	4	5	Media Shout	0	1	2	3	4	5
Microsoft Word	0	1	2	3	4	5	Please list other relevant Software						
Microsoft PowerPoint	0	1	2	3	4	5		0	1	2	3	4	5
Microsoft Excel	0	1	2	3	4	5		0	1	2	3	4	5
Microsoft Publisher	0	1	2	3	4	5		0	1	2	3	4	5
Microsoft Access	0	1	2	3	4	5		0	1	2	3	4	5
Microsoft FrontPage	0	1	2	3	4	5		0	1	2	3	4	5
Adobe Dreamweaver	0	1	2	3	4	5		0	1	2	3	4	5
Adobe Illustrator	0	1	2	3	4	5		0	1	2	3	4	5
Adobe Photoshop	0	1	2	3	4	5		0	1	2	3	4	5
Microsoft Outlook	0	1	2	3	4	5		0	1	2	3	4	5

Notes regarding computer experience-include software versions, ms2003, ms2007:

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List any skills you possess that relate to office management. (i.e. maintaining personal and corporate calendars, websites, communication, office equipment, basic accounting, data entry, etc.)

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How adaptable are you to new technology?

I adapt and learn very quickly.

I adapt, but it takes me a bit

I am slow to adapt

List experiences working in a church/ministry setting whether vocational or volunteer.

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Please list below your relevant work experience. Make special note of any work experiences directly related to secretarial duties and/or managing/maintaining an office environment.

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Briefly describe your view of the role of an administrative secretary.

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People skills are an essential component to this position. Describe your people skills and how they would enhance the ministry at Lakeshore Christian. You might include how you would deal with diverse personalities, expectations, conflict, confidentiality, etc.

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In your view, what are your top three strengths/qualifications making you a strong candidate for this position?

1

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2

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3

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List dates (length) of previous employment, most current to oldest:

Dates (Length)	Employer	Position

List references:

Name	Relationship	Phone

Do we have permission to contact any or all of the employers and references listed?  Yes  No

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*Thank-you for your interest in this position and taking the time to apply! At our discretion, qualified applicants will be interviewed at a later date. If you have additional information that would be beneficial to our hiring process, please feel free to attach it with your other materials.*