

Administrative Assistant Application

Van Meter United Methodist Church

Please complete all sections as applicable. You may attach a resume and additional pages if needed.

Applicant Information

Full Name _____

Address _____

City, State, ZIP _____

Phone Number _____

Email Address _____

Preferred Method of Contact _____

Are you legally authorized to work in the United States? Yes No

Have you ever been employed by a church or nonprofit organization? Yes No

If yes, where: _____

Position Details

Position Applying For Administrative Assistant

Available Start Date _____

Desired Weekly Hours _____
(15 to 20 expected)

Available for daytime, flexible hours? Yes No

Desired Hourly Pay _____

Child care may be negotiable for children eligible for Kids Care programs. Would you be interested in this option? Yes No Not applicable

Education

High School _____

Graduated? Yes No

College / Technical School _____

Degree or Area of Study _____

Graduated? Yes No

Other Training, Certifications, or Relevant Coursework:

Work Experience

Please list your last three positions.

Position 1 (Most Recent)

Employer _____

Address _____

Position Title _____

Dates of Employment _____

**Supervisor Name &
Contact** _____

Job Duties _____

Reason for Leaving _____

Position 2

Employer _____

Address _____

Position Title _____

Dates of Employment _____

Supervisor Name & Contact

Job Duties

Reason for Leaving

Position 3

Employer

Address

Position Title

Dates of Employment

Supervisor Name & Contact

Job Duties

Reason for Leaving

Skills & Experience

Please rate your proficiency with the following tools (1 = No experience, 5 = Expert):

Tool	Rating (circle one)
Microsoft Word	1 2 3 4 5
Microsoft Excel	1 2 3 4 5
Microsoft PowerPoint	1 2 3 4 5
Microsoft Publisher	1 2 3 4 5
Website editing (any platform)	1 2 3 4 5
Social media management	1 2 3 4 5

Do you have experience creating newsletters? Yes No

Do you have experience preparing written communication for organizations? Yes No

Do you have experience supporting events or coordinating volunteers? Yes No

Do you have experience providing administrative support for youth activities? Yes No

Detailed Questions

Please answer the following questions. You may attach additional pages if needed.

1. Why are you interested in working at Van Meter United Methodist Church?

2. Describe your approach to managing multiple tasks with competing deadlines.

3. How comfortable are you learning new software or digital tools? Provide an example.

4. Describe your experience working in a collaborative environment with staff, volunteers, or committees.

5. What strengths do you believe you would bring to this position?

6. What areas of professional growth are you currently working on?

Additional Information

Is there anything else you would like us to know as we consider your application?
