

**APPLICATION FOR  
Administrative Assistant  
(Part-time position)**



NAME \_\_\_\_\_  
Last First Middle Social Security Number

PRESENT ADDRESS \_\_\_\_\_  
Street (Area Code) Telephone

\_\_\_\_\_  
City State Zip

PERMANENT ADDRESS \_\_\_\_\_  
Street (Area Code) Telephone

\_\_\_\_\_  
City State Zip

E-mail Address \_\_\_\_\_

**Qualifications:**

List experiences and responsibilities that demonstrate skills associated with accounting and/or office work.

What are your career goals?

Date available for employment and minimum acceptable salary?

Denomination/Congregation:

Please list your denomination and congregation where you attend with mailing address and phone number below:

## EDUCATIONAL BACKGROUND

	SCHOOL OR INSTITUTION AND LOCATION	MAJOR/ MINOR	DIPLOMAS, DEGREES OR CREDITS EARNED	GRADE POINT AVERAGE (GPA)
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				

## EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:
Dates		Name of Employer and Address		Your Title
From				
To				
		(Area Code) Telephone:		
Work Performed:			Reason for Leaving:	
Name & Title of Supervisor:				Final Yearly Salary:

---

## REFERENCES

References should include employer, pastor, and at least one other non-relative.

NAME	POSITION	ADDRESS	TELEPHONE

## LAMS Core Values

- **Christ is our Center**

Jesus Christ is the Son of God, gracious Savior, and loving Master. His power enables us to serve Him, and His perfect life is our model for character, thought, speech, and action.

*(John 1:3-4) -- "Through Him all things were made; without Him nothing was made that has been made. In Him was life, and that life was the light of men."*

- **The Bible is our Belief**

We believe the Bible is the inspired Word of God, accepting it as truth, and following its instruction as the authority on holy living.

*(2 Timothy 3:16-17) -- "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."*

- **Prayer is our Posture**

Talking with God is essential because we need His wisdom, guidance, and provision. He is always faithful to lead us and meet our needs as we humbly trust and delight in Him.

*(Matthew 7:7) -- "Ask and it will be given to you; seek and you will find; knock and the door will be opened to you."*

- **Excellence is our Expectation**

We strive for the highest standards of quality, value, and creativity in our educational experience, and encourage this wholehearted effort from all, to the glory of God.

*(Ephesians 6:7) -- "Serve wholeheartedly, as if you were serving the Lord, not men,"*

- **Community is our Commitment**

Genuinely loving God and one another is the foundation of our relationships. In this community of honesty and trust, we share our lives and support each other in family unity.

*(Mark 12:30-31) -- "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.' The second is this: 'Love your neighbor as yourself.'"*

- **Serving is our Strength**

God gives each person varied gifts of time, talent, and treasure. Volunteering to share these gifts is necessary for the life and strength of this community.

*(1 Peter 4:10) -- "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms."*

- **Peacemaking is our Practice**

In accordance with our Anabaptist heritage, in gentle humility we endeavor to live honorably and above reproach, preferring and helping others, and seeking to bring mercy, peace, and justice in all we do.

*(Micah 6:8) -- "He has showed you, O man, what is good. And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God."*

## GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

- Were you ever convicted of a criminal offense?  Yes  No
- Are you currently under charges for a criminal offense?  Yes  No
- Have you ever forfeited bond or collateral in connection with a criminal offense?  Yes  No
- Within the last ten years, have you been fired from any job for any reason?  Yes  No
- Within the last ten years, have you quit a job after being notified that you would be fired?  Yes  No
- Are you subject to any visa or immigration status, which would prevent lawful employment?  Yes  No

**Note: If you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.**

### Marital Status

Are you separated from a spouse, divorced, remarried or married to a divorced person?  YES  NO If yes, please explain in the space provided below:

--

**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each Pennsylvania resident must submit prior to employment a copy of your Criminal History Record Information report from the Pennsylvania State Police or a statement from the Pennsylvania State Police that the State Police Central Repository contains no such information relating to that person. The criminal record history report must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

\*\*\*\*\*

**ACT 114 (FBI Federal Criminal History Record)**

All student teachers and prospective employees of public and private schools, who have direct contact with children, must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. Applicants must register (online or by phone) prior to going to the fingerprint site. The applicant will pay a fee of \$33 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are allowed.

\*\*\*\*\*

**ACT 151 (PA Child Abuse History Clearance)**

Before an employee can be hired, candidates must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

\*\*\*\*\*

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I give the school and its designated representatives permission to contact employers and references named in this application and to investigate the information I have provided and to seek and obtain any other information the school considers relevant. I release the school and its representatives and the persons and organizations who provide this information from any liability for doing so.

I further waive the right ever to personally view any references given to the school.

In addition, I declare all my statements and answers which are part of this application to be complete and correct to the best of my knowledge.

---

**Date** **Signature of Candidate (in ink)**  
**[must be original]**

**FINAL APPLICATION CHECKLIST**

Please return this completed application with the following items to this school to apply for a position:

- π **Current resume**
- π **Copy of college transcripts**
- π **Application essay questions (questions follow this check list)**
- π **Copies of your Act 34, Act 114 and 151 clearances** - application can be submitted without these clearance copies, but will be needed for employment.

## ESSAYS

We are interested in your ability to organize and express thoughts on specific topics in a succinct and thorough manner. The content of the essays is important. Please attach responses to these four questions to this application.

1. Write a spiritual autobiography. Include your personal relationship to Christ, your present relationship to the church and how these relationships influence your daily life and commitment.
2. In one paragraph each state your theological understandings of the following terms or concepts :
  - a. authority of the Scriptures,
  - b. the human condition both outside of and in Christ,
  - c. divorce and remarriage.
3. What are your convictions regarding a Christian lifestyle with their specific applications to current cultural practices?
4. Are you willing to be guided by the sponsoring board of trustees and the administration of the school?
5. Comments:

I have read and am in agreement with the *Core Values of LAMS* listed above  YES  NO

If NO, please list exceptions and explain below (your signature below indicates that you have composed the essays and responses requested on this page):

Date \_\_\_\_\_ Signed \_\_\_\_\_