

APPLICATION FORM

INTRODUCTION

Please complete this form and forward to the Business Manager.

All details will be kept confidential.

An interview will then be arranged to discuss your application further.

Please contact Kathleen Jahour should you have any questions regarding this application.

SECTION 1 ~ PERSONAL DETAILS

Name:.....

.....

Address:.....

.....

Telephone (H):..... (W).....Fax:.....

E-mail.....

Spouses Name:.....(if applicable)

SECTION 2 ~ GENERAL QUESTIONS OF THE APPLICATION

- **General Skills**

Please list skills you are able to offer in this role including computer related skills & software you are competent with.

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What previous administration experience do you have?

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What experience, if any, have you had in working with teams?

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Do you work better by yourself or with the assistance of others?

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SECTION 3 ~ AVAILABILITY

Please circle the times you are able to volunteer:

- a) Minimum 3 hours per week in one block AM or PM Preferred Day.....
- b) 1 day per week Preferred Day

Please provide a CCCHH Reference or who we may contact within the Church as a reference

Name Phone