

Job Application - Administrative Assistant



Thank you for your interest in the SCMC Administrative Assistant position. Please download, fill out, and submit the application below using a program such as Adobe Acrobat Reader.

Name

First Name Last Name

Address

Street Address

City State / Province

Postal / Zip Code

Email

example@example.com

Phone Number

Area Code Phone Number

Date of Birth

What church are you a member of?

What strengths and skills do you have that you believe could help you in this position?

Previous Employment

Please list previous employers, their contact information, and your position and duties.

May we contact your previous employers for a reference?

YES

NO

Explain your relationship to your church, and to your church leaders.

Pastor Name

Pastor Phone Number

First Name

Last Name

Area Code

Phone Number

May we contact your pastor for a reference?

YES

NO

Tell us about your walk of discipleship.

Why do you have a vision for this work?

Is there anything else you would like to say?

Are you able to start in September 2021? (If not, please explain.)

Save your application on your computer, then send it as an attachment to office@musiccamp.info.

Please remember two more steps to applying for this position:

1. Send in your resume to office@musiccamp.info.
2. Request a reference letter from a pastor, teacher, or employer.