

**Bookkeeper  
Application**



PERSONAL:

Date \_\_\_\_\_

Name \_\_\_\_\_

(Last)

(First)

(MI)

Present Address \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_ Cell Phone \_\_\_\_\_

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

PROFESSIONAL PREPARATION:

	School or Institution	Dates Attended	Major	Minor	Degree/Diploma
H.S.					
College/University					
Graduate Work					

Would contacting your present employer jeopardize your present employment  Yes  No

OTHER WORK EXPERIENCES:

Present or Last Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Starting Date \_\_\_\_\_ / \_\_\_\_\_ Leaving Date \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe the work you did  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATION:

What type and level of certification do you currently hold? \_\_\_\_\_

In what state do you hold certification? \_\_\_\_\_ Expiration? \_\_\_\_\_

If you have more than one certification, please list others \_\_\_\_\_

\_\_\_\_\_

Please answer the following questions as completely as you can. If you need more space, please attach additional pages.

Please describe how you came to know the Lord and what your faith means to you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly explain your work style/ethic.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What strategies do you use to stay organized and manage multiple tasks at once?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your ideal work environment?

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What do you consider your areas of strength? Areas that need strengthening?

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PROFESSIONAL REFERENCES

Give three references who are qualified to speak of your professional training and experience. List your current Pastor first and then your most recent supervisor second.

- 1. Name\_\_\_\_\_ Phone\_\_\_\_\_  
Years Known\_\_\_\_\_ Email\_\_\_\_\_  
Position\_\_\_\_\_
- 2. Name\_\_\_\_\_ Phone\_\_\_\_\_  
Years Known\_\_\_\_\_ Email\_\_\_\_\_  
Position\_\_\_\_\_
- 3. Name\_\_\_\_\_ Phone\_\_\_\_\_  
Years Known\_\_\_\_\_ Email\_\_\_\_\_  
Position\_\_\_\_\_

I certify that all information provided in this employment application is true and complete to the best of my knowledge. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in the immediate termination of my employment if discovered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_