



# Palo Duro Presbytery Stated Clerk 2018

## Employment Application

### Applicant Information

Full  
Name:

Date:

*Last*

*First*

*M.I.*

Address:

*Street Address*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Phone:

Email

Date Available:

Social Security No.:

Salary: **\$ 1,000.00 month**

**+ Flexible Days  
Hours/Location**

Position Applied  
for:

**Stated Clerk**

Are you a citizen of the United States?

YES NO

If no, are you authorized to work in the U.S.?

YE  
S NO

Have you ever worked for Palo Duro  
Presbytery?

YES NO If yes, when?

Back Ground Check Required

YES

### Education

High School: \_\_\_\_\_ Date Graduated \_\_\_\_\_

College: \_\_\_\_\_ Date Graduated \_\_\_\_\_

### References

*Please list three (3) professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?                      YES      NO



Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?                      YES      NO



Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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

Please offer brief explanations:

1. What working knowledge do you have of:

A. Palo Duro Presbytery?

B. Synod of the Sun?

C. PC(U.S.A.)?

2. What knowledge do you have of parliamentary procedures or Roberts Rules of

Order?

3. What software/computer skills do you have?