

Office Use Only

APPLICATION FOR OFFICE MANAGER



GOOD SHEPHERD
LUTHERAN SCHOOL

2949 Alamo Street Simi Valley, California 93063 805.526.2482

I. Personal Information

Name _____ Address (Street, City, Zip Code) _____

Home Phone _____ Cell Phone _____

US Citizen? _____ Home Church _____ Active/Inactive _____

Email Address _____ Driver License# _____

Felony/Misdemeanor Convictions _____ Traffic Violations (Past 3 Years) _____

II. Education

High School _____ Year Graduate(d) _____

College _____ Course of Study _____ Year Graduate(d) _____ Degree _____

College _____ Course of Study _____ Year Graduate(d) _____ Degree _____

III. Work Experience (Please attach resume)

Employer	Position	Duties	Dates of Employment	Reason for Leaving
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IV. Volunteer Experience

Please include those experiences pertinent to working with children. Note position, duties, years involved, supervisor, contact information.

V. References

Please list three non-relatives that we may contact:

Name	Phone	Relationship
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Name	Phone	Relationship
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Name	Phone	Relationship
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VI. Availability ____ Full Time ____ Part Time

A. In your own words, please tell us your qualifications for this position and why you would like to work at Good Shepherd Lutheran School.