



Do you have experience with a 10 Key?

Yes

No

Please list programs/software you are comfortable using (ie) word processing, spread sheet, accounting, etc.

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Other specialized training or skills

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### Experience

Please provide your employment history beginning with the most recent.

Company Name:	Telephone:
Address:	Employment Dates: From: To:
Name of Supervisor:	Supervisor Contact Information:
State Your Job Title and Describe Your Work:	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates: From: To:

Name of Supervisor:	Supervisor Contact Information:
State Your Job Title and Describe Your Work:	Reason for Leaving:

Company Name:	Telephone:
Address:	Employment Dates: From: To:
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Company Name:	Telephone:
Address:	Employment Dates: From: To:
Name of Supervisor:	Supervisor Contact Information:
State Your Job Title and Describe Your Work:	Reason for Leaving:

## References

Name of Reference	Position	Telephone - Day	Telephone - Night

## Personal Statement

Please make a statement concerning your reasons for desiring a position with Highland Oaks Church of Christ.

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***The information contained herein is correct to the best of my knowledge. By my signature, I give permission for a criminal background check.***

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

**Please attach your resume and mail or fax to:**

**Becky Burroughs, Administration Minister**

**Phone: 214-342-6009**

**Highland Oaks Church of Christ**

**Fax: 214-340-1922**

**10805 Walnut Hill Lane**

**Dallas, Texas 75238**