



Bookkeeper Employment Application

Your Contact Information

First Name

Last Name

Address

City

State

Zip Code

E-mail Address

Phone:

Phone Type

Home

Mobile

Education: List schools attended (high school and beyond). Include year of graduation and field of study if applicable.

High School Attended

Year Graduated

City & State

Field of Study

College Attended

Year Graduated

City & State

Field of Study

List Additional Education Details Here

Employment Experience: List jobs beginning with the most recent employment.

Employer Name, City, State & Phone

Position Title & Responsibilities

Date Started

Date Left

Employer Name, City, State & Phone

Position Title & Responsibilities

Date Started

Date Left

Employer Name, City, State & Phone

Position Title & Responsibilities

Date Started

Date Left

Additional Previous Employment Information

Skills: Select the answers that apply.

1. Have you done financial / bookkeeping work in a business setting?

None Some Extensive

2. Do you have experience with payroll?

None Some Extensive

3. Do you have experience with taxes and payroll taxes?

None Some Extensive

4. Do you have experience with Electronic Federal Tax Payment System (EFTPS)?

None Some Extensive

5. Select the software you have experience using..

Word	Excel	Outlook
Publisher	Power Point	Adobe PDF
Adobe Photoshop	Other Graphic Software	Quickbooks

6. Indicate how the following statements apply to you.

	Very Often	Often	Occasionally	Seldom	Never
a. Able to keep confidences					
b. Work well with other people					
c. Have a positive attitude					
d. Have a careful eye for details					
e. A self-starter					
f. Willing to learn new things					
g. I learn quickly					
h. Good organization abilities					
i. Let go of offenses quickly					
j. Worry or carry stress					
k. Punctual					
l. Computer word processing experience					
m. Experience doing accounting work					

Strengths & Weaknesses

What positive qualities do you think you could bring to the WBF bookkeeper position?

What do you think you would need from us to be successful in this staff position?

References: List two references - one employment and one personal.

First Name

Last Name

E-mail Address

Phone

How do you know this person?

References (continued)

First Name

Last Name

E-mail Address

Phone

How do you know this person?

Waterbrook Compatability

1. All potential employees are subject to a background check as part of the interview process. Are you open to a background check?

Yes No

2. Do you currently attend Waterbrook Bible Fellowship?

Yes No

3. Are you currently a member of Waterbrook Bible Fellowship?

Yes No

4. If not a member, would you be willing to become a member of Waterbrook Bible Fellowship?

Yes No

5. Have you completely read through the job description supplied for this job?

Yes No

6. Are you able and willing to do everything described on the job description for this position?

Yes No

7. Which days of the week are you available to work? (Select all that apply.)

Monday Tuesday Wednesday Thursday
Friday Saturday

8. If hired, when would you be available to start work at Waterbrook?

Application Agreement

I do hereby guarantee the preceding answers are true and complete to the best of my knowledge. I authorize Waterbrook Bible Fellowship to investigate all statements contained in this application in the process of evaluating my prospective employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in employment termination.

Your typed signature on this line serves as your electronic signature.

Today's Date

To apply for the position of Waterbrook Bookkeeper:

- (a) Complete the entire application. Please print or type all responses.
- (b) Return this application, along with a current resume, to the church by Wednesday, October 21.
- (c) This application and your resume may be submitted electronically by emailing to
Pastor Jeff Denton at jeff.denton@waterbrook.org .
(Be sure to save your completed application. then email that saved and completed application.)