



**DEMOTTE**  
CHRISTIAN SCHOOLS

1223 Begonia Street SE, DeMotte, IN 46310  
219.987.3721 | [www.dmchr.org](http://www.dmchr.org)

**Application for Communications and Public Relations**

Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Church Membership: \_\_\_\_\_

References with name, address & phone number:

❖ \_\_\_\_\_

\_\_\_\_\_

❖ \_\_\_\_\_

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❖ \_\_\_\_\_

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❖ \_\_\_\_\_

\_\_\_\_\_



**Do you have experience with the following?**

- ❖ Bookkeeping                    \_\_\_yes            \_\_\_no
- ❖ Data Base                        \_\_\_yes            \_\_\_no
- ❖ Data Entry                        \_\_\_yes            \_\_\_no
- ❖ Desktop Publishing            \_\_\_yes            \_\_\_no
- ❖ Google Docs                      \_\_\_yes            \_\_\_no
- ❖ Microsoft Excel                 \_\_\_yes            \_\_\_no
- ❖ Microsoft Publisher            \_\_\_yes            \_\_\_no
- ❖ Microsoft Word                 \_\_\_yes            \_\_\_no
- ❖ Website Publishing             \_\_\_yes            \_\_\_no
- ❖ Windows7                         \_\_\_yes            \_\_\_no
- ❖ Windows8/10                    \_\_\_yes            \_\_\_no

**Employment History (starting with most recent):**

- ❖ Name of employer: \_\_\_\_\_
- ❖ Address & phone: \_\_\_\_\_
- ❖ Dates of employment: \_\_\_\_\_
- ❖ Duties performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ❖ Name of employer: \_\_\_\_\_
- ❖ Address & phone: \_\_\_\_\_
- ❖ Dates of employment: \_\_\_\_\_
- ❖ Duties performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ❖ Name of employer: \_\_\_\_\_
- ❖ Address & phone: \_\_\_\_\_
- ❖ Dates of employment: \_\_\_\_\_
- ❖ Duties performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education:**

	Name & Location of School	Years Attended	Did you graduate?	Subjects Studied
Grammar School				N/A
High School				
College				
Trade, business or other school				

In a paragraph or two, describe your relationship to Jesus Christ and your personal walk with Him:

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**General Information**

Subjects of special study/research work or special training/skills:

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Please attach your resume and/or any other information that would help us know you as a candidate for this position.

**Authorization**

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for any specified time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.”

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

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