



**EMPLOYEE APPLICATION INFORMATION SHEET**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Email address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ *(home)*  
\_\_\_\_\_ *(cell)*  
\_\_\_\_\_ *(work) - May we contact you at your work place?* \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Date available to begin work: \_\_\_\_\_

NET Alumnus?      Yes      My Team (year and number): \_\_\_\_\_

My Team Leaders were: \_\_\_\_\_

My Team Supervisors were: \_\_\_\_\_

No

**Education**

*(check all that apply)*

High School Graduate of \_\_\_\_\_

College Graduate of \_\_\_\_\_ in

\_\_\_\_\_ *(year and activity/special emphasis)*

Master's degree from \_\_\_\_\_ in

\_\_\_\_\_ *(year and activity/special emphasis)*

- o Post-Master's studies from \_\_\_\_\_ in \_\_\_\_\_  
\_\_\_\_\_  
*(year and activity/special emphasis)*
- o Other \_\_\_\_\_

## Employment History

List last three places of employment, starting with most recent:

1. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ to \_\_\_\_\_
  
2. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ to \_\_\_\_\_
  
3. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Position: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ May we contact them? \_\_\_\_\_  
Dates of employment: \_\_\_\_\_ to \_\_\_\_\_

## Personal History

Please list any awards or honors you have earned, won, or received of which you are proud:

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Please list any hobbies and/or interests that you participate in that may relate to the position for which you are applying:

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Describe any educational, career, and personal short term/long term goals you have for yourself: \_\_\_\_\_

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Please list any related experience not already listed:

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Are there any physical or health limitations that might affect your ability to perform the duties required of this position? \_\_\_\_\_

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**Supplement - Applicant Skills**

Office Work Skills:

Keyboarding/Typing ability (circle one): None - Below Average - Average - Above Average - Very Strong  
Words Per Minute (if known): \_\_\_\_\_

Personal computer/Network skills (list word processing and other computer applications that you are familiar with): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Customer Service duties/experience (answering phones, greeting visitors, etc. ): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your office machine (i.e., printers, copiers, fax, etc.) skills/experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any other job skills/experiences relevant to the position you are applying for that have not been previously noted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please send completed application and résumé to:**

Mrs. Julia Delcompare, HR Director  
NET Ministries, Inc.  
110 Crusader Avenue W.  
West St. Paul, MN 55118-4427  
[Juliad@netusa.org](mailto:Juliad@netusa.org)