

**Trinity United Methodist Church
Hackettstown, New Jersey**

**Application Form for
Financial Secretary**

Name_____

Address_____

Telephone_____

Email_____

Present Church Membership_____

Your Church Membership History_____

Please enclose a resume that includes employment record, educational background and other relevant information.

Please explain other personal and professional qualifications you have for this position. Also, share something of your faith journey.

List below three references (name, address, telephone and fax numbers, position). Forward a reference form to each one. Please do not use Trinity clergy as references, and include at least one non-Trinity reference.

1.

2.

3.

Signed_____

**To be returned to Kari Anzel
email: kanzel@catchthespirit.org or
mail: Trinity UMC, 213 Main Street, Hackettstown, NJ 07840**

**Reference Form
Financial Secretary
Trinity United Methodist Church
Hackettstown, New Jersey**

Section I: (to be filled out by applicant)

Name of applicant_____

Address_____

I waive my right to see this reference_____

Signature of applicant (required)

Section II: (to be filled in by person giving reference. Please use additional sheet if needed.)

Name_____

Address_____

Phone_____

Position or relationship to applicant_____

How long have you known applicant?_____

During what time period_____

Please give us your evaluation of this applicant's strengths and weaknesses with special attention to the following areas:

- As a Christian disciple and witness for Jesus Christ
- As a person able to handle the pressure of multiple tasks
- Organizational and communication skills
- Commitment to working as part of a team

Please give your evaluation of the character and Christian commitment of the applicant, and his/her suitability for a leadership position.

Signature_____

**To be returned to Kari Anzel
email: kanzel@catchthespirit.org or
mail: Trinity UMC, 213 Main Street, Hackettstown, NJ 07840**