



Dr. Jeff Hoogeveen
Administrator

457 2nd Street
Randolph, WI 53956
(920) 326-3320

Dear Applicant:

Thank you for your interest in becoming a Bookkeeper for Randolph Christian School. The requirements for this position are listed below:

- Required: High School Diploma or GED. Preferred: College diploma from an accredited 2 or 4-year institution with an emphasis in Bookkeeping and/or Accounting.
- Required: Willingness to work with the School Administrator and Finance Committee to develop financial reports using Quickbooks. Preferred: Experienced with not for profit bookkeeping and/or accounting and an associates or higher degree in a related field.
- Required: Two forms of Identification (i.e.) Driver's License AND social security card or birth certificate – *(All forms of identification must be copied in the Office)*. (Copies of these will be collected after the offer of the position.)

Your application will not be considered complete until the above requirements have been met. The school will conduct a background check using TrustedEmployees.com, 7900 West 78th Street, Suite 400, Edina, MN 55439 on all applicants prior to employment at Randolph Christian School. Submission of this application grants RCS permission to conduct this background check now and every five years or as required by state and accreditation regulations.

Completed applications can be sent to:

Randolph Christian School
457 2nd Street
Randolph, WI 53956

Or emailed to office@randolphchristian.org

GENERAL INFORMATION What is the first available date you can start? _____ Today's Date _____

Name: _____ Social Security # _____

Address: _____ Driver's License # and State: _____

City _____ State _____ Zip Code _____

Phone (w/ area code): _____

E-mail address: _____

Date of Birth _____

Place of Worship _____ City _____

	School Name and Location	From	To	Receive Diploma?	GPA	Major	Minor/Special Courses
High School							
College or University (Undergrad)							
College or University (Undergrad)							
Graduate School							

CERTIFICATION/LICENSES – Instructional aide applicants may list their certificate information and attach a copy to this application.

State	Type	Endorsement	Certificate/Folder #	Issue Date	Expiration Date

EMPLOYMENT RECORD or TEACHING EXPERIENCE: Please list any work and/or teaching experience or student teacher assignments. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACK. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

PRESENT EMPLOYMENT:

Are you presently employed? ___YES ___NO If not, please explain:

1. Employer _____

Address _____ Phone _____

Position/Assignment _____

From _____ To _____ Supervisor _____

2. Employer _____

Address _____ Phone _____

Position/Assignment _____

From _____ To _____ Supervisor _____

3. Employer _____

Address _____ Phone _____

Position/Assignment _____

From _____ To _____ Supervisor _____

PROFESSIONAL REFERENCES - Please list the contact information below

<u>Name</u>	<u>Position/Business relationship</u>	<u>Organization Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe your education and/or experience(s) as an accountant and/or bookkeeping. If none, please explain your qualification for this position.

Signature _____ **Date** _____