

## Cuyahoga Valley Church Custodial Candidate Information Summary

**Position:** \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Best way to contact you (email or phone): \_\_\_\_\_

### Educational History

<u>High School</u>	<u>College</u>	<u>College</u>
School _____	School _____	School _____
H.S. Rank _____	Major _____	Major _____
GPA _____	GPA _____	GPA _____
	Degree _____	Degree _____

Please list on a scale of 1-5 (1-Excellent; 2-Good; 3-Average; 4-Poor; 5-Never used) your competency with the following software:

Word \_\_\_\_\_  
CCB \_\_\_\_\_  
Other \_\_\_\_\_

Excel \_\_\_\_\_  
Outlook (email) \_\_\_\_\_

Please list your level of knowledge to work in the following areas:

1. licensed in or have a certificate in this area
2. very familiar but not licensed
3. average familiarity (i.e., replace HVAC motors, change light ballasts, replace faucets, etc.)
4. can perform basic maintenance tasks (i.e., change furnace filters, replace faucet washer, etc.)
5. not familiar/comfortable at all

General Cleaning: _____	Carpentry: _____
Electrical: _____	HVAC systems: _____
Painting: _____	Plumbing: _____
Roofing Systems: _____	Snowplowing: _____
General maintenance on gas engine/outdoor equipment: _____	
Lawn Mowing (using zero turn riding mower): _____	
Van/Pick Up Vehicle Maintenance: _____	

Please list any additional courses or specialized training that you may have had or licenses or certifications you have received.

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Please list any awards or achievements you have received.

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Work History (Most recent to less recent - both full-time and part-time)

<p>Name of Organization _____</p> <p>Position _____</p> <p>Phone _____</p> <p>Dates _____ (To) (From)</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Reported to _____</p> <p>May we contact: Yes _____ No _____</p> <p>Reason for leaving: _____ _____ _____</p>	<p>Name of Organization _____</p> <p>Position _____</p> <p>Phone _____</p> <p>Dates _____ (To) (From)</p> <p><input type="checkbox"/> Full-time <input type="checkbox"/> Part-time</p> <p>Reported to _____</p> <p>May we contact: Yes _____ No _____</p> <p>Reason for leaving: _____ _____ _____</p>
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## References

Name _____ Relationship: _____ Organization (if applicable): _____ Phone: _____ How long known? _____	Name _____ Relationship: _____ Organization (if applicable): _____ Phone: _____ How long known? _____
Name _____ Relationship: _____ Organization (if applicable): _____ Phone: _____ How long known? _____	Name _____ Relationship: _____ Organization (if applicable): _____ Phone: _____ How long known? _____

## QUESTIONNAIRE

This questionnaire is for the purpose of learning as much about you as possible, which is often difficult to do on a resume. Answer as freely and openly as possible; with few exceptions there is no such thing as a right or wrong answer. If you would like to continue your answers on additional sheets of paper, you are welcome to do so.

1. If you did not include it on your resume, tell us how you came to saving faith in Jesus Christ.
2. Have you ever been convicted of a crime? If yes, please give details.
3. What is your desired salary or hourly rate? (Please be specific. "Open" or "Negotiable" does not help us a great deal.)
4. Do you agree with CVC's Statement of Faith?      Yes              No

Thank you for your interest.

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

Cuyahoga Valley Church // 5055 East Wallings Road // Broadview Heights, Ohio 44147