

**ANCIENT ACCEPTED SCOTTISH RITE
VALLEY OF STEUBENVILLE
Application for Position of Valley Secretary**

The information contained in this application will be held in the strictest confidence. No information contained herein will be released outside the search committee without prior approval of the applicant. No references or employers will be contacted without prior approval of the applicant. At the conclusion of the selection process, all copies of this application will be destroyed, and the original application will either be destroyed or returned to the applicant at the applicant's choice. **As this position requires adequate computer skills, electronic communication is preferred.**

(Deadline for Application: Postmarked by May 15, 2020)

**PLEASE RESPOND FULLY TO EACH ITEM. This document is fully editable using Microsoft Word. Save the document, and send it by email to: valley85.aasr@yahoo.com, or mail to Valley of Steubenville, AASR
626 North 4th Street
Steubenville, OH 43952.**

BASIC INFORMATION

Name:

Social Security #:

Home Address:

(Street, City, State, Zip)

Business Address:

(Street, City, State, Zip)

Home Telephone:

Business Telephone:

Cell Phone:

Email:

Present Employer

Your Present Title:

EMPLOYMENT HISTORY

Please list entries in reverse order, starting with present position:

Year(s)

Employers & Address

Title or Assignment

Please list and describe other significant work experiences, including software used.:

MASONIC HISTORY

Please attach a description of your Masonic history and background, including positions and offices held, pertinent dates, and any awards or special recognitions.

LEADERSHIP IN YOUR LINE OF WORK AND IN THE COMMUNITY

Please list and describe the any significant positions of leadership you have held in associations or organizations relating to your line of work.

Please list and describe any significant positions of leadership you have held in community-based organizations.

Please list three persons qualified to provide information about your administrative/executive ability and achievements:

<u>Name</u>	<u>Address</u>	<u>Position/Title</u>	<u>Phone #</u>
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Of the people who know you best, what are they likely to cite as the area in which you have the greatest need for growth and improvement?

ON-THE-JOB ACCOMPLISHMENTS

Please list and describe, in the order of importance, the three most significant accomplishments you have achieved in your work.

COMMUNICATION SKILLS

In a few sentences, how would you respond to the following question: **“What does Scottish Rite Masonry Mean to Me”**.

DIRECTIONS: Please email or forward your completed application no later than **DATE**