



## St. Marcus Front Office Manager APPLICATION

### A COMPLETE APPLICATION SUBMISSION INCLUDES THE FOLLOWING:

- Resume
- Completed St. Marcus Front Office Manager Application
- 3 Professional References (Contact Information & Relationship)

Application submission may be electronic or given in person to office personnel.

Email [schooljobs@stmarcus.org](mailto:schooljobs@stmarcus.org) Include your last and first name in the subject line along with "Front Office Application"

### Applicant Information

Name:

Date:

Email:

Phone:

Relationship to St. Marcus Staff/Student (if any):

Preferred Grade Level:

High School Graduate: \_\_\_\_\_ yes \_\_\_\_\_ no

Total number of Earned  
College/University Credits:

Name of College/University Attended:

Why are you interested in being a Front Office Manager at St. Marcus?

Describe your experiences working in a school or front office.

Tell us about your faith and how it would impact you in this position at St. Marcus.

Why are you the perfect candidate for this position?