



ST. JOSEPH CATHOLIC CHURCH

6600 Highland Drive Vancouver WA 98661-7638

(360) 696-4407 FAX (360) 696-3959

May 2013

Dear Applicant,

Thank you for your interest in the Receptionist position at St. Joseph Church.

Enclosed you will find

- The Archdiocesan Application for Employment
- The Position Description for the Receptionist
- The Pre-Employment Background Check

Please complete the application and background check documents and return them to

Receptionist Search Committee
St. Joseph Catholic Church
6600 Highland Drive
Vancouver, WA 98661

You may include a resume with your application, but your resume will not substitute for a completed and signed application. Because the applications will be reviewed as they come in, be sure to submit all completed documents as soon as possible.

If you are selected for an interview, you will be notified by telephone to schedule the interview.

Thank you, again, for your interest in employment at St. Joseph Church.

Sincerely,

A handwritten signature in cursive script that reads 'Kim Wier'.

Kim Wier
Parish Secretary