



**CTM**

**Career Transition Ministry**

**Prospective  
Employer  
Packet**



Career Transition Ministry



## Employer Informational Inquiry

Holy Trinity Catholic Church

Thank you for your participation in Holy Trinity's CTM Program as a potential employer of one of our participants in our program. To assist us in helping put participants in touch with potential employers, we would like some information about your company and the position you have open. Please take a few minutes to answer our questions and return this form to the CTM Program office within the Holy Trinity Parish Offices at 9150 Pflumm, Lenexa, Kansas 66215. Thank you again for your participation.

**ABOUT THE COMPANY:**

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Company Address \_\_\_\_\_ Contact's Phone # \_\_\_\_\_  
 Contact's e-mail address \_\_\_\_\_  
 Web-site \_\_\_\_\_

Please attach your business card. Thank you.

*Industry Classification:* Please select from one of the following industries or enter your industry in the blank table spaces below. Thank you.

Retail/Wholesale	Aerospace	Airline	Construction
Consulting	Education	Financial	Food/Beverage
Government	Healthcare	Hotel	Insurance
Pharmaceutical	Publishing	Telecommunications	Transportation
Travel			

**ABOUT YOUR OPEN POSITION:**

Open Position: \_\_\_\_\_

*Position Classification:* Please select the position area below or enter your position area in the blank spaces below.

Administrative Assistant	Business Management	Business Technical (Clerical, functional...)	Executive
Professional:	IT Management	IT Technical	Laborer
Sales			

Responsibilities (Please provide your top 5 requirements for this position below). Attach your full job description: role, responsibilities, and accountabilities to this form. Thank you.

- |     |
|-----|
| (1) |
| (2) |
| (3) |
| (4) |
| (5) |

**Please provide as much detail as possible in the space provided for the role and responsibilities of your open position. If you wish to attach a separate document for this information, please feel free to do so. Also, if you would like this document sent to you electronically, please call Judy at (913) 894-8125.**

*Role:*

*Responsibilities:*