



## Application for Employment Ministry Positions

All of us at Youth for Christ/USA, Inc. (YFC) appreciate your interest in working with us. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of our ministry. Qualified applicants are considered for all open positions without regard to race, color, national origin, sex, age, veteran status, or the presence of a non job-related medical condition or disability.

Date of Application \_\_\_\_\_

### **1. Personal Information**

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

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list all states where you have lived in the past 10 years? \_\_\_\_\_

Are you 18 or older? \_\_\_Yes \_\_\_No Can you provide proof if hired? \_\_\_Yes \_\_\_No  
Upon offer of employment, verification of your legal right to work in the United States will be required.

### **2. Job Interest**

YFC location to which you are applying: \_\_\_\_\_

**Please send application directly to that location**

Position desired: \_\_\_\_\_ Part time \_\_\_ Full time \_\_\_

If part time, please specify days and hours available: \_\_\_\_\_

Date available: \_\_\_\_\_ Salary desired: \$ \_\_\_\_\_ per \_\_\_\_\_

Are you interested in temporary work? \_\_\_Yes \_\_\_No

Have you previously been employed by YFC or had any experience as a volunteer in a YFC program? \_\_\_Yes \_\_\_No

If yes, when and where? \_\_\_\_\_

List names of any relatives or persons you know who are, or have been, employed by YFC:

### **3. Educational Background**

High School: \_\_\_\_\_ Grade completed: \_\_\_\_\_  
University/College: \_\_\_\_\_  
Yrs. Completed: \_\_\_\_\_ Major field of study: \_\_\_\_\_ Graduated? \_\_\_\_\_  
Technical/Vocational: \_\_\_\_\_  
Yrs. Completed: \_\_\_\_\_ Field of study: \_\_\_\_\_ Graduated? \_\_\_\_\_  
Graduate School/Seminary: \_\_\_\_\_  
Yrs. Completed: \_\_\_\_\_ Field of study: \_\_\_\_\_ Graduated? \_\_\_\_\_  
Other: \_\_\_\_\_  
Apprenticeships, training programs, certifications, or other special educational experiences: \_\_\_\_\_

Are you presently taking any educational courses? \_\_\_ Yes \_\_\_ No  
If yes, what and where? \_\_\_\_\_

### **4. Employment/Volunteer History**

Give information as completely as possible, listing your **current** position first. Include employed/self-employed periods, part-time, volunteer work and periods of unemployment.

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: Start: \$ \_\_\_\_\_ End \$ \_\_\_\_\_  
Summary of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_ Yes \_\_\_ No

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: Start: \$ \_\_\_\_\_ End \$ \_\_\_\_\_  
Summary of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_ Yes \_\_\_ No

Company: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Position: \_\_\_\_\_ Salary: Start: \$ \_\_\_\_\_ End \$ \_\_\_\_\_  
Summary of Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
May we contact this employer for a reference? \_\_\_ Yes \_\_\_ No

**Please attach a current resume.**

**5. Professional Information**

Please list names of any professional, trade or service organization of which you are a member: (Please omit any which would indicate age, race, color, sex, ancestry, or national origin) \_\_\_\_\_  
\_\_\_\_\_

List any additional areas of study or research, and any special interests, skills or experiences which might help qualify you for this position: \_\_\_\_\_  
\_\_\_\_\_

Are you commissioned, licensed or ordained as a minister? \_\_\_ Yes \_\_\_ No

**6. Computer Skills**

Number of years' computer work experience: \_\_\_\_\_  
\_\_\_\_ Internet \_\_\_ Web page development \_\_\_ Quickbooks \_\_\_ Email  
\_\_\_ Other: \_\_\_\_\_

What is your proficiency with Microsoft Office:  
Word: \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advanced  
Excel: \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advanced  
Power Point: \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advanced  
Outlook: \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advanced  
Access: \_\_\_ Basic \_\_\_ Intermediate \_\_\_ Advanced

**7. References**

**Personal References:**

Please list three persons, not related to you, who are qualified to evaluate your capabilities and character. One of the references must be your Pastor.

Name/Address	Telephone#	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Professional References:**

Please list three persons who know you in the work environment and are qualified to evaluate your capabilities and work style. You may include former supervisors and/or co-workers.

Name/Address	Telephone#	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

## **8. Faith Background**

Do you attend church regularly? \_\_\_\_ Yes \_\_\_\_ No

What church do you attend? \_\_\_\_\_

Church address: \_\_\_\_\_

Are you a member? \_\_\_\_ Yes \_\_\_\_ No

Describe when and how you became a Christian (attach additional pages if necessary):

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Describe your Christian walk as it relates to your interest in YFC: \_\_\_\_\_

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## **9. Positive Experiences**

This is an important part in helping us determine your compatibility with a ministry like YFC. Please give as much detail as possible your answers. Take your time and be specific. Use additional paper if necessary.

List the three most enjoyable achievements you have accomplished in your lifetime. Include those experiences that were interesting to you, that you enjoyed doing and in your opinion did well. These should be positive experiences in your eyes, not what other people may have felt important or worthwhile. They do not have to be earth shattering; rather something meaningful to you. These may have occurred at any time – during school, work, at home, pursuing a hobby and so on. Note: Please do not include graduation, marriage, birth of children or becoming a Christian among these experiences.

For each of the three experiences, describe:

- A. What did you do?
- B. How did you go about it?
- C. What was your role?

### **Positive Experience 1:**

What did you do? \_\_\_\_\_

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How did you go about it? \_\_\_\_\_

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What was your role? \_\_\_\_\_

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**Positive Experience 2:**

What did you do? \_\_\_\_\_

\_\_\_\_\_

How did you go about it? \_\_\_\_\_

\_\_\_\_\_

What was your role? \_\_\_\_\_

\_\_\_\_\_

**Positive Experience 3:**

What did you do? \_\_\_\_\_

\_\_\_\_\_

How did you go about it? \_\_\_\_\_

\_\_\_\_\_

What was your role? \_\_\_\_\_

\_\_\_\_\_

**10. Criminal Record**

Because our mission and purpose as a Christian ministry is to bring hope, love, and healing to young people and their families, it is of great importance that we endeavor at all times to build our team with people of the highest moral and spiritual character. To maintain our high standards, we must ask all applicants to be prepared to subject themselves to certain personal, employment and criminal background checks. For that purpose, please answer the following:

A. Have you ever been charged with, pled guilty or no contest to, or been convicted of any criminal violation of any type of sexual misconduct or abuse concerning a minor? \_\_\_ Yes \_\_\_ No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Have you ever been convicted of, pled guilty or no contest to, or been convicted of any other criminal offense (misdemeanor or felony, other than a parking violation) in a court of Law? \_\_\_ Yes \_\_\_ No. If yes, please provide dates, location(s) and violation(s): \_\_\_\_\_

\_\_\_\_\_

C. Have you ever been disciplined, suspended or terminated by any organization due to allegations of any type of sexual misconduct or abuse? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All of our staff and volunteers must affirm our **Statement of Faith** as follows:

1. We believe the Bible to be the inspired, the infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

I agree with and will adhere to the above Statement of Faith during my employment.

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Name (please print)

Signature/Date

## Acknowledgment

I certify that information I am providing is true and correct. I understand that the submission of any false information or the omission of any requested information in connection with my application for employment, whether in this document, in an interview, or provided otherwise, may be cause for failure to hire or for immediate discharge should I be employed by YFC.

I understand that if employed, I will be required to abide by all of YFC's policies, standards or regulations as established from time to time.

I further understand that, if employed, I may be disciplined or have my employment terminated if I no longer agree with, or exhibit conduct which is contrary to YFC's policies, standards or regulations, or if I in some other way fail to meet the requirements of my position.

I understand that YFC requires certain information about me to evaluate my qualifications for employment and to conduct its ministry if I become a staff member. Therefore, I authorize YFC to investigate my past and present employment, educational credentials, and any additional personal information provided in this application and any interviews, and I agree to cooperate in such investigations. I further recognize and agree that, as a condition of my employment, I consent to criminal, financial and motor vehicle background checks from federal, state and local agencies.

I hereby release YFC and all persons supplying information to YFC from all liability, claims for damages, or responsibility whatsoever with respect to information supplied. I further authorize all of my prior employers and references to speak freely to YFC representatives and provide whatever information is required.

I hereby warrant that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgment. I understand that this is an application for employment and that no offer of employment is being hereby extended.

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Signature

Date