

## APPLICATION FOR EMPLOYMENT MINISTRY & ADMINISTRATIVE POSITIONS

*Please attach a current resume.*

Thank you for showing interest in working with young people at Youth 71Five Ministries. 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.

Please complete the following information. For Online-Applications: Fields in grey need your input. You can use the TAB key to quickly navigate to each field.

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

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Address 1: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

Address 2: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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

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

Please list all states where you have lived in the past 10 years:

\_\_\_\_\_

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Are you 18 years of age or older? Yes [ ] No [ ]

Can you provide proof of age, if hired? Yes [ ] No [ ]

Upon offer of employment, verification of your legal right to work in the United States will be required.

### **JOB INTEREST**

Youth 71Five Ministries location to which you are applying: \_\_\_\_\_

Position Desired: \_\_\_\_\_

Part Time [ ] Full Time [ ]

If part time, please specify days and hours available:

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Date Available: \_\_\_\_\_ Salary Desired \$: \_\_\_\_\_ per: \_\_\_\_\_

Are you interested in temporary work? Yes [ ] No [ ]

Have you previously been employed by Youth 71Five Ministries or had any experience as a volunteer in a Youth 71Five Ministries program? Yes [ ] No [ ]

If yes, when and where?

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List names of any relatives or persons you know who are, or have been, employed by Youth 71Five Ministries:

### **EDUCATIONAL BACKGROUND**

High School: \_\_\_\_\_ Grade Completed: \_\_\_\_\_

University/College: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Major field of Study: \_\_\_\_\_ Graduated? Yes [ ] No [ ]

Technical/Vocational: \_\_\_\_\_ Years Completed: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Graduated? Yes [ ] No [ ]  
 Graduate/Seminary: \_\_\_\_\_ Years Completed: \_\_\_\_\_  
 Major field of Study: \_\_\_\_\_ Graduated? Yes [ ] No [ ]  
 Other apprenticeships, training programs, certifications or other special educational experiences:

Are you presently taking any educational courses? Yes [ ] No [ ]  
 If yes, what and where:

### 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.

1. Company: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ To: \_\_\_\_\_  
 Salary Starting \$: \_\_\_\_\_ Ending \$: \_\_\_\_\_  
 Summary of Duties:

Reason for Leaving:

May we contact this employer for a reference? Yes [ ] No [ ]

2. Company: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ To: \_\_\_\_\_  
 Salary Starting \$: \_\_\_\_\_ Ending \$: \_\_\_\_\_

Summary of Duties:

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Reason for Leaving:

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May we contact this employer for a reference? Yes [ ] No [ ]

3. Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ To: \_\_\_\_\_

Salary Starting \$: \_\_\_\_\_ Ending \$: \_\_\_\_\_

Summary of Duties:

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Reason for Leaving:

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May we contact this employer for a reference? Yes [ ] No [ ]

### 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 [ ]

### COMPUTER SKILLS

Please indicate your proficiency with the following.

Microsoft Word:	Basic [ ]	Intermediate [ ]	Advanced [ ]
Microsoft Excel:	Basic [ ]	Intermediate [ ]	Advanced [ ]
Microsoft Power Point:	Basic [ ]	Intermediate [ ]	Advanced [ ]
Social Media:	Basic [ ]	Intermediate [ ]	Advanced [ ]
Web Page Development:	Basic [ ]	Intermediate [ ]	Advanced [ ]
Quickbooks:	Basic [ ]	Intermediate [ ]	Advanced [ ]
Photoshop:	Basic [ ]	Intermediate [ ]	Advanced [ ]

List any other technical skills (*i.e. Adobe Products, Video Production, Photography, First Aid, CPR, Construction, Welding, Mechanics, etc.*):

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## 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.

1. Pers Ref Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 email: \_\_\_\_\_

2. Pers Ref Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 email: \_\_\_\_\_

3. Pers Ref Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 email: \_\_\_\_\_

## PROFESSIONAL REFERENCES

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

1. Prof Ref Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

email: \_\_\_\_\_

2. Prof Ref Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

email: \_\_\_\_\_

3. Prof Ref Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

email: \_\_\_\_\_

## FAITH BACKGROUND

Do you attend Church regularly?      Yes [ ☐ ]      No [ ☐ ]

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

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

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 Youth 71Five Ministries:

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### POSITIVE EXPERIENCES

This is an important part in helping us determine your compatibility with a ministry like Youth 71Five Ministries. Please give as much detail as possible in your answers. Take your time and be specific. Use additional paper if necessary.

List 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 don't have to be earth shattering; rather something meaningful to you.

Note: Please do not use graduation, marriage, birth of children or becoming a Christian among these experiences.

For each of these experiences, describe:

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

1. Positive Experience:

- A. What did you do?

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B. How did you go about it?

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C. What was your role?

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2. Positive Experience:

A. What did you do?

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B. How did you go about it?

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C. What was your role?

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3. Positive Experience:

A. What did you do?

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B. How did you go about it?



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C. What was your role?

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### CRIMINAL AND DISCIPLINARY 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 convicted of a crime or violation other than a minor traffic infraction?

Yes [ ]      No [ ]

If yes, please explain:

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B. Have you ever been subject to disciplinary action, suspended, terminated or asked to leave a job or volunteer position by an employer or non-profit organization on the grounds that you engaged in child sexual abuse or neglect, or other unlawful behavior, or on the grounds that you violated an employer's sexual misconduct or harassment policy?

Yes [ ]      No [ ]

If yes, please explain:

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## STATEMENT OF FAITH

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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(printed)

Signature: \_\_\_\_\_

## ACKNOWLEDGEMENT

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 Youth 71Five Ministries.

I understand that if employed, I will be required to abide by all of Youth 71Five Ministries' policies, standards or regulations as established from time to time.

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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 Youth 71Five Ministries' policies, standards or regulations, or if I in some other way fail to meet the requirements of my position.

I understand that Youth 71Five Ministries 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 Youth 71Five Ministries 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 Youth 71Five Ministries and all persons supplying information to Youth 71Five Ministries 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 Youth 71Five Ministries 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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(printed)

Signature: \_\_\_\_\_

*"Lord God, you are my hope. I have trusted you since I was young." Psalm 71:5 icb*

To help ensure a safe, productive, professional work environment and since we primarily work with minors, all paid staff and volunteers must report to work free from the effects of alcohol, drugs or any other substances that would impair their performance or judgment.

Paid staff and volunteers are expected to be fit for duty and capable of performing their responsibilities safely and effectively at all times during work. Being under the influence of legal or illegal intoxicants, or prescription medications that intoxicate during work hours, including breaks, is strictly prohibited.

Given that the consumption of intoxicants is a practice that Christians have differing views and beliefs about, it is a practice that as an organization we must address.

We believe that scripture is clear about the following principles when it comes to alcohol:

- The drinking of alcohol is not prohibited. (Ps 104:14-15, John 2:1-11, 1 Tim 5:23)
- Intoxication (diminished physical and mental control by means of a substance) is prohibited. (Eph 5:18, Rom 13:13, Prov 23:29-35)
- One must be very cautious and mindful of how drinking alcohol impacts others around us. (1 Cor. 8-9, Rom 14)

Use of marijuana and psilocybin mushrooms are illegal on a federal level with no established science on if they can be used without some level of intoxication. Therefore, the recreational use of marijuana and psilocybin mushrooms are prohibited and the use of medical marijuana is treated as any other medication that diminishes physical or mental control and may not be used during times when work will be impaired.

We ask those involved with 71Five to observe the following:

- Paid staff, volunteer staff or board members shall not drink alcohol to intoxication or use marijuana or psilocybin mushrooms recreationally.
- Paid staff, volunteer staff and board members shall not drink alcohol while in the company of young people they are involved with through 71Five, whether at home or in public.
- Paid staff and board members shall be aware of their role with 71Five and their standing in the community and are asked to be very careful when drinking alcohol publicly.

Violations of this policy may lead to disciplinary action, up to and including termination, in line with company procedures and applicable laws.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY:

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_