

Disclaimer to YFC Ministry Locations: While this application has been reviewed by YFC USA legal counsel it does not necessarily reflect the employment laws in all of the fifty states. YFC USA urges you to use this application as a template; YFC USA requests that you adapt it to your own state's employment laws, and your chapter's policies and practices. Above all, please have all edits reviewed by your legal counsel before using, with paying special attention to the Criminal History section and the first paragraph of the application relating to Equal Employment Opportunities. For example, if you operate in the states of CA or IL, specific care must be taken concerning questions regarding someone's criminal history.



Application for Employment

Ministry & Ministry Support 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.

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

Date of Application:

Personal Information

Name _____ Cell Phone _____

Address 1 _____

Address 2 _____ Home Phone _____

City _____ State _____ Zip _____

Email _____

Previous Address _____

City _____ State _____ Zip _____

Please list all states and/or countries where you have lived in the past 10 years:

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

YFC location to which you are applying: _____

Please send application directly to that location.

Position Desired: _____

Full Time Part Time If part time, please specify days and hours available: _____

Are you interested in temporary work? Yes No

Date Available: _____ Salary Desired: _____ per _____

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? _____

Have you previously applied to 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: _____

Educational Background

High School or GED _____ 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.***

Company _____ Phone Number _____

Position _____ Supervisor Name _____

Dates of Employment _____ To _____
Salary: Start \$ _____ End \$ _____

Summary of Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Company _____ Phone Number _____
Position _____ Supervisor Name _____

Dates of Employment _____ To _____
Salary: Start \$ _____ End \$ _____

Summary of Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Company _____ Phone Number _____
Position _____ Supervisor Name _____

Dates of Employment _____ To _____
Salary: Start \$ _____ End \$ _____

Summary of Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

Please also submit with this application a current resume.

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 | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Microsoft Excel: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Microsoft PowerPoint: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Outlook: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Microsoft Access: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Microsoft Publisher: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Web Development: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Quickbooks: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |
| Internet: | Basic | <input type="checkbox"/> | Intermediate | <input type="checkbox"/> | Advanced | <input type="checkbox"/> |

Other technical skills (i.e. Adobe Products, Video Production, Photography, etc.):

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 or a leader within your church.

| | |
|-------------|--------------------|
| Name _____ | Relationship _____ |
| Email _____ | Phone # _____ |

| | |
|-------------|--------------------|
| Name _____ | Relationship _____ |
| Email _____ | Phone # _____ |

| | |
|-------------|--------------------|
| Name _____ | Relationship _____ |
| Email _____ | Phone # _____ |

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.

| | |
|-------------|--------------------|
| Name _____ | Relationship _____ |
| Email _____ | Phone # _____ |
| Name _____ | Relationship _____ |
| Email _____ | Phone # _____ |
| Name _____ | Relationship _____ |
| Email _____ | Phone # _____ |

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):

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

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 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 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 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?

Positive Experience 1

What did you do?

How did you go about it?

What was your role?

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?

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:

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:

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 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.

Name: _____ Date: _____

(printed)

Signature: _____