

# WorldHelp

*World Help is an equal opportunity employer and will not discriminate, or tolerate discrimination, against any employee or applicant based on race, color, religion, sex, national origin, disability or any other factor protected by law.*

## Application for Employment

Position(s) Applied For:	Date of Application:
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How Did You Learn About Us?			
<input type="checkbox"/> Advertisement _____	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Friend _____	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative _____	<input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name		
Address		City	State	Zip Code
Telephone Number				
Email Address				

Are you legally authorized to work in the United States?  Yes  No

Are you at least 18 years old?  Yes  No  
*(If not, we will require the appropriate work permits.)*

Have you ever filled out an application with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

On what date would you be available to work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Temporary

Are you able to perform the essential functions of the job with or without reasonable accommodations?  Yes  No

*(Note: World Help complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)*

Can you travel if a job requires it?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes, please explain nature of conviction, how recently such offense was committed, sentence imposed, and type of rehabilitation:

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*(Note: Conviction will not be an absolute bar to employment. The nature of the conviction, date of conviction and the relationship of the conviction to the position sought will all be considered.)*

If hired, are you willing to submit to a background check?  Yes  No

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## Education

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	Name and Address	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Graduate School				
Other (Specify)				

Indicate any foreign languages you can speak, read, and/or write:

	Fluent	Good	Fair
Speak			
Read			
Write			

Indicate any computer programs in which you have experience:

	Expert	Intermediate	Beginner
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft Outlook			
Other			

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## Employment Experience

Start with your present or last job. Include any job-related assignments and volunteer activities.

Employer	Dates Employed To                      From		Work Performed
Address			
Telephone Number	Hourly Rate/Salary Starting              Final		
Job Title                      Supervisor			
Reason for Leaving			

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Address			
Telephone Number	Hourly Rate/Salary Starting              Final		
Job Title                      Supervisor			
Reason for Leaving			

**Describe any specialized training, apprenticeship, skills, and extra-curricular activities:**

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## Additional Information

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1. **Salvation Experience** – Please relate your salvation experience and details of your spiritual growth since that time. Please include anything that would be helpful in our evaluation of your potential in our ministry.

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2. **What type of vocation do you believe God has called you?**

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3. **What do you specifically do for daily spiritual growth?**

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4. **What do you hope to contribute to World Help and its ministries?**

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5. **Are you currently involved in ministry? If yes, please describe:** \_\_\_\_\_

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6. **Have you ever traveled outside of the United States? If so, where?** \_\_\_\_\_

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7. **Have you ever raised support? If yes, please describe?** \_\_\_\_\_

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8. **Define “missions” as you understand it:** \_\_\_\_\_

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9. **Who or what influenced you to inquire about ministry opportunities with World Help?**

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10. **What do you feel is your greatest weakness?** \_\_\_\_\_

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11. **What is your greatest strength?** \_\_\_\_\_

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**12. Circle no more than 10 numbers in the list that describe you best:**

1. I am an effective preacher/speaker.
2. I continue to develop my professional skills.
3. I help people develop their spiritual life.
4. I help people work together in solving problems.
5. I am effective in planning and leading worship.
6. I have a sense of the direction of my vocation.
7. I help people understand and act upon issues of social justice.
8. I am a helpful counselor.
9. I minister effectively to people in crisis situations.
10. I am a good leader.
11. I am effective in working with small groups.
12. I build a sense of teamwork among the people with whom I work.
13. I help people develop their leadership abilities.
14. I am effective in working with older adults.
15. I inspire a sense of confidence.
16. I work regularly at bringing new ideas into the organization.
17. I am a person who cultivates a close, devotional relationship with God.
18. I write clearly and well.
19. I work well on a team.
20. I am effective in working with youth.
21. I organize people for specific projects.
22. I am skilled in planning and leading programs.
23. I plan and lead well-organized meetings.
24. I encourage people to relate their faith to their daily lives.
25. I am accepting of people with divergent backgrounds and traditions.
26. I encourage other to assume and carry out leadership.
27. I am mature and emotionally secure.
28. I maintain confidentiality.
29. I am a compassionate and caring person to others' needs.
30. I deal effectively with conflict.
31. I am very proficient in budgeting, tracking and analyzing financial information.
32. I keep a level head during crisis situations.
33. I adapt well to change.
34. I keep the big picture in mind, while making sure details are completed.
35. I prefer to work on projects alone.

## Church Membership

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Where is your church membership?

Address	City	State	Zip Code
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Pastor's Name	Telephone Number
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## References

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Name	Phone #
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Address	City	State	Zip Code
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Name	Phone #
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Address	City	State	Zip Code
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Name	Phone #
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Address	City	State	Zip Code
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## **Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as well as release of reference checks as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## **For Personnel Department Use Only**

Arrange Interview:       Yes       No

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed:     Yes     No

Date of Employment: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

By (Name/Title): \_\_\_\_\_ Date: \_\_\_\_\_