



Employment Application

Human Resources Office
PO Box 1749
Edmonds, WA 98020-1749
KimberlyWiant@aglow.org

Instructions: Before completing this application we request that you read the statement, *What We Believe*, found on page 5. Answer all questions to the best of your ability. Items that do not apply to you should be noted "NA" in the appropriate blank. Information contained herein will be kept in strict confidence.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: () _____ E-mail Address: _____

Social Security No.: _____ Desired Salary: \$ _____

Are you applying for Full Time Part Time Temporary work?

Position Applying for: _____

What days and hours are you available to work?
 Monday _____ Thursday _____
 Tuesday _____ Friday _____
 Wednesday _____ Other _____

On what date are you available to start work? _____

Are you at least 18 years old? YES NO If not, can you provide a valid Work Permit, high school diploma, or equivalent? YES NO

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this Ministry? YES NO If yes, when? _____

Have you ever applied for work at this Ministry? YES NO If yes, when? _____

Do any of your relatives work for this Ministry? YES NO If yes, who? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

How did you find out about this employment opportunity? _____

Education/Special Training

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Do you have any certificates or licenses which may help you qualify for employment?

YES NO

If so, please list:

References

Please list three professional or personal references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

E-mail: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

E-mail: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

E-mail: _____

Previous Employment

Company: _____ Phone: () _____

Address: _____

E-mail: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

E-mail: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

| | | | |
|--|---------------------------------|--------------------------------|--|
| May we contact your previous supervisor for a reference? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| Company: _____ | Phone: (____) _____ | | |
| E-mail: _____ | | | |
| Address: _____ | Supervisor: _____ | | |
| Job Title: _____ | Starting Salary: \$ _____ | Ending Salary: \$ _____ | |
| Responsibilities: _____ | | | |
| From: _____ | To: _____ | Reason for Leaving: _____ | |
| May we contact your previous supervisor for a reference? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

Military Service

| | | | |
|---|--------------------------|-----------|--|
| Branch: _____ | From: _____ | To: _____ | |
| Rank at Discharge: _____ | Type of Discharge: _____ | | |
| If other than honorable, explain: _____ | | | |

Disclaimer and Signature

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize the ministry, Aglow International, to thoroughly investigate my work experience and any other matters related to my suitability for employment. I further authorize my former employers to disclose to the ministry any and all information they may have concerning my previous employment. In addition, I hereby release the ministry, my former employers, and all other persons from any and all claims, demands, or liabilities arising out of, or in any way related to, such disclosure.

I acknowledge that, prior to or during my employment, the ministry or I have the right to terminate the employment relationship at any time, with or without cause or advance notice. This at will employment relationship will remain in effect throughout my employment with the ministry and may not be modified by any oral or implied agreement.

Signature: _____ Date: _____

Skills

Please list the number of years experience and/or training you have in each of the following skills.

- | | | |
|------------------------|--------------------------|-----------------------------|
| • Accounting _____ | • General Office _____ | • Sales _____ |
| • Administration _____ | • Journalism _____ | • Shipping/receiving _____ |
| • Advertising _____ | • Marketing _____ | • Supervision _____ |
| • Art/Design _____ | • Public Relations _____ | • Writing _____ |
| • Bookkeeping _____ | • Publishing _____ | • Other _____ |
| • Editing _____ | • Receptionist _____ | • Word Processing _____ wpm |
| • Other _____ | | |

Please specify equipment types you have used and are familiar with:

- | | | |
|---------------------------|-----------------------------|--------------------------------------|
| • Ten Key _____ yrs | • Folder stuffers _____ yrs | • Printers _____ yrs |
| • Mail Machines _____ yrs | • Computers _____ yrs | • Multi Line Phone Systems _____ yrs |
| • DVD players _____ yrs | • Other _____ yrs | • Other _____ yrs |
| • Other _____ yrs | • Other _____ yrs | • Other _____ yrs |

Please specify the computer programs you have used and your skill level. (N/A, Beginner, Intermediate, Advanced)

- | | | |
|---------------------------------|----------------------------------|-------------------|
| • Word _____ | • Excel _____ | • Outlook _____ |
| • Access _____ | • PowerPoint _____ | • Publisher _____ |
| • Blackbaud Raiser's Edge _____ | • Blackbaud Financial Edge _____ | • Other _____ |
| • Other _____ | • Other _____ | • Other _____ |

Type of Work Preferred

- | | | |
|-------------------|------------------------|----------------------------|
| • Clerical _____ | • Administrative _____ | • Management _____ |
| • Editorial _____ | • Supervisory _____ | • Shipping/receiving _____ |
| • Manual _____ | • Marketing _____ | • Other _____ |

Please state specifically why you desire employment at Aglow International.

Are you capable of performing in a reasonable manner the essential functions involved in the job for which you have applied?

Do you have any commitments or responsibilities that would prevent you from being at work regularly?

NO YES If Yes, please explain.

What We Believe

1. **We believe** in the one and only triune God. We acknowledge there is one true God consisting of three distinct persons: God the Father, God the Son, and God the Holy Spirit (**1John 5:5-8; John 1:1; Matt 28:19-21 NKJV**).
2. **We believe** that the Lord Jesus Christ, the only begotten Son of God, was conceived of the Holy Spirit, born of the Virgin Mary, crucified, died, was buried, and resurrected. He ascended into heaven and is now seated at the right hand of God the Father, and is true God and true man (**Matthew, Mark, Luke, John NKJV**).
3. **We believe** that the Bible in its entirety is composed of the Old and New Testaments, is the Word of God, fully inspired and written under the inspiration of the Holy Spirit, and is our rule of faith and practice (**2 Timothy 3:16-17 NKJV**).
4. **We believe** that all are born sinners, the Holy Spirit convicts of sin; the Lord Jesus Christ paid the price for sin by shedding His precious blood on the cross as the atonement for sin; those who refuse to accept His sacrifice for their sin are eternally lost; and those who repent of their sin and personally accept the Lord Jesus Christ as Savior receive the forgiveness of sin and life everlasting and are indwelt by the Holy Spirit (**Acts 3:19-21; Rom 10:9-13, 1 Cor. 6:9-11 NKJV**).
5. **We believe** in the baptism in the Holy Spirit with the evidence of speaking in tongues as the Spirit of God gives utterance, that all the gifts of the Holy Spirit are valid and operative today, and that the fruit of the Holy Spirit should be increasingly evident in a Christian's life (**1 Cor. 12:7-11; Mark 16:17; Acts 2:4; Gal 5:22-23; Eph. 5:8-10 NKJV**).
6. **We believe** that the redemptive work of the Lord Jesus Christ provides healing for our spirit, soul, and body (**Jer. 17:14; Jer 33:6; Isaiah 53:5; Matt 10:8 NKJV**).
7. **We believe** that we should obey Jesus' command to preach the gospel to all the world (**Matt 12:14; Matt 28:19-20; Psalm 96:3; Rev. 14:6-7 NKJV**).
8. **We believe** that the members of the Body of Christ are the Church, and that they should regularly fellowship with one another in a local church setting (**Acts 2:41-42; Heb. 10:24-25; Matt 18-20; Col. 3:16 NKJV**).
9. **We believe** in baptism by water (**Mark 1:8-9; Matt 3:6,11,16 NKJV**).
10. **We believe** in and look for the personal return of the Lord Jesus Christ (**1 Thes. 4:16-17; Heb. 9:28; Rev. 1:7; Matt 24:36, 44; John 14:1-3; Acts 1:11 NKJV**).
11. **We believe** in God's immutable creation of men and women to reflect His image (**Genesis 1:27 NKJV**).
12. **We believe** each person's body is the temple of the Holy Spirit and that we are to glorify God in our bodies (**Romans 12:1; 1 Corinthians 6:18-20 NKJV**).
13. **We believe** we are to walk in the Spirit and flee sexual immorality (**Gal. 5:16; 1 Cor. 6:9-10; Gal 5:19-21; Rev. 21:8 NKJV**).
14. **We believe** that the Bible defines marriage as the uniting of one man and one woman in a single, exclusive union (**Genesis 2:18-25 NKJV**).
15. **We believe** that God intends sexual intimacy to occur only between a man and a woman within the confines of marriage (**1 Cor. 7:2-5; Heb. 13:4; Mark 10:6-9 NKJV**).
16. **We believe** that God's design for sexual intimacy in the context of marriage between one man and one woman does not allow for the practice of homosexuality, both male and female, and that the practice of homosexuality is incompatible with Biblical teaching (**1 Cor. 6:9-10; Rom. 1:24-27; Eph. 5:31-32; 1 Cor. 7:2; Mark 10:6-9; Heb. 13:14 NKJV**).
17. **We believe** that marriage is not a human institution, but is a specific divine metaphor that illustrates the union of Christ and the church. Only a union between a man and a woman can properly illustrate the relationship between Christ and His church (**Eph. 5:22-23 NKJV**).
18. **We believe** in and provide an atmosphere of love and restoration that creates a setting and a place of safety for those who struggle with gender issues, whereby they can live according to stated Biblical teachings and not according to the dictates of their own beliefs (**1 Peter 1:22 NKJV**).

Please read the above statement of belief; *What We Believe*. State specifically how your personal beliefs agree or differ with this. Response required (attach additional sheet if needed).

| | | |
|---|---------------------------------|--------------------------------|
| Do you consider Jesus Christ to be your Lord and Savior (Are you Born Again)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|---|---------------------------------|--------------------------------|

If yes, Please describe what this means to you. Response required (attach additional sheet if needed)

| | | |
|---|---------------------------------|--------------------------------|
| Have you been baptized in the Holy Spirit with the evidence of speaking in tongues? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|---|---------------------------------|--------------------------------|

Briefly explain your experience (attach additional sheet if needed):

| | | |
|--|---------------------------------|--------------------------------|
| Are you now or have you ever been involved in Aglow International? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|---------------------------------|--------------------------------|

If so, where?

Church Attending:

Pastor's Name:

For Office Use Only

| | Date | Supervisor |
|-------------------|-------|------------|
| Human Resources | _____ | _____ |
| Copies to | _____ | _____ |
| | _____ | _____ |
| Dept. Interviews: | _____ | _____ |
| | _____ | _____ |
| Contacts: | _____ | _____ |
| | _____ | _____ |
| Date of Hire | _____ | _____ |