



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

## Employment Application

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.
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.
3. We believe the Bible is the Word of God, fully inspired and written under the inspiration of the Holy Spirit, and is our rule of faith and practice.
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.
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.
6. We believe that the redemptive work of the Lord Jesus Christ provides healing for our spirit, soul, and body.
7. We believe that we should obey Jesus' command to preach the gospel to all the world.
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.
9. We believe in and look for the personal return of the Lord Jesus Christ

Please read the above statement of belief; *What We Believe*. State specifically how your personal beliefs agree or differ with this. Response required.

Do you consider Jesus Christ to be your Lord and Savior (Are you Born Again)?

YES

NO

If yes, Please describe what this means to you. Response required.

Have you been baptized in the Holy Spirit with the evidence of speaking in tongues?

YES

NO

Briefly explain your experience:

Are you now or have you ever been involved in Aglow International?

YES

NO

If so, where?

Church Attending:

Pastor's Name:

### For Office Use Only

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