



800 Northpoint Parkway, Suite 202  
West Palm Beach, FL 33407  
Phone: (561) 686-5702

## Ministry Staff Application: CONFIDENTIAL

We at Youth for Christ appreciate your interest in working with us. We assure you that we are sincerely interested in your qualifications. 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 positions without regard to race, color, national origin, sex, age, veteran status, or the presence of a non job-related medical condition or disability.

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

Desired Starting Date: \_\_\_\_\_

Please fill out completely; be as specific as possible; answer ALL questions.

### Personal Information

Name: Mr. / Miss / Mrs. / Ms. \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street City State Zip

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

Are you at least 18 years old? ☐ Yes ☐ No Can you provide proof if hired? ☐ Yes ☐ No

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

Birthdate: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Divorced/Remarried ☐ Widow (er)

Name of Spouse: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_

If you have children, please list name and date of birth for each:

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

Which current Youth for Christ staff person do you know best? \_\_\_\_\_

## Employment History

Give information as completely as possible, listing your most recent position first. Include employed/self-employed/unemployed periods, as well as part-time positions.

Company \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Phone \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

☐ Part Time ☐ Full Time Job Title \_\_\_\_\_

Summary of Duties \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Phone \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

☐ Part Time ☐ Full Time Job Title \_\_\_\_\_

Summary of Duties \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Company \_\_\_\_\_

Supervisor \_\_\_\_\_ May we contact? ☐ Yes ☐ No

Phone \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_

☐ Part Time ☐ Full Time Job Title \_\_\_\_\_

Summary of Duties \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever served in the US Armed Service? ☐ Yes ☐ No Branch: \_\_\_\_\_

If yes, please describe your duties and training: \_\_\_\_\_

\_\_\_\_\_ Type of Discharge: \_\_\_\_\_ Date \_\_\_\_\_

### Faith History

Do you attend church regularly? ☐ Yes ☐ No

What church do you attend? \_\_\_\_\_ Are you a member? ☐ Yes ☐ No

Church Address: \_\_\_\_\_

Describe when and how you became a Christian: \_\_\_\_\_

\_\_\_\_\_

Describe your Christian walk: \_\_\_\_\_

\_\_\_\_\_

### Ministry/Volunteer History

List your youth ministry and personal evangelism experiences. (Both professional and volunteer.)

\_\_\_\_\_

\_\_\_\_\_

Have you participated in YFC as a volunteer or paid staff? ☐ Yes ☐ No If yes, what local chapter? \_\_\_\_\_

What type of work did you do? \_\_\_\_\_

Have you attended YFC's Summer Institute on youth evangelism? ☐ Yes ☐ No When? \_\_\_\_\_

List anyone you know who is, or has been, employed by Youth for Christ: \_\_\_\_\_

\_\_\_\_\_

Are you commissioned, licensed or ordained as a minister? ☐ Yes ☐ No

### Education History

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

College/University \_\_\_\_\_

Major \_\_\_\_\_ Years Completed: \_\_\_\_\_ Graduate? ☐ Yes ☐ No

Technical/Vocational \_\_\_\_\_

Field of Study \_\_\_\_\_ Years Completed: \_\_\_\_\_ Graduate? ☐ Yes ☐ No

Graduate School/Seminary \_\_\_\_\_

Field of Study \_\_\_\_\_ Years Completed: \_\_\_\_\_ Graduate? ☐ Yes ☐ No

Apprenticeships, training programs, certifications, or other special educational experiences:

\_\_\_\_\_

Do you have plans to continue your education? ☐ Yes ☐ No If yes, what and where? \_\_\_\_\_

\_\_\_\_\_

## Job Interests

I am primarily interested in:

- |   |  |
|---|--|
| <input type="checkbox"/> Ministry Management (Executive Director) | <input type="checkbox"/> Juvenile Institutions     |
| <input type="checkbox"/> High School Outreach                     | <input type="checkbox"/> Neighborhood Outreach     |
| <input type="checkbox"/> Jr. High Outreach                        | <input type="checkbox"/> Development (fundraising) |
| <input type="checkbox"/> Parent Life                              | <input type="checkbox"/> Girl Talk                 |

Position Desired: \_\_\_\_\_ ☐ Part Time ☐ Full Time

If part-time, please specify days and hours available: \_\_\_\_\_

Desired Salary Range: \_\_\_\_\_ Are you interested in temporary work? ☐ Yes ☐ No

Would you be willing to relocate? ☐ Yes ☐ No If so, where? \_\_\_\_\_

## Skills/Interests

Please list names of any professional, trade or service organization of which you are a member:  
(You should omit any which would indicate age, race, color, religion, 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: \_\_\_\_\_

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

**Office Skills:** (Please check the ones you are comfortable using)

- |                                 |                                  |                                      |                                      |
|---------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Typing | <input type="checkbox"/> Printer | <input type="checkbox"/> Photocopier | <input type="checkbox"/> Fax Machine |
|---------------------------------|----------------------------------|--------------------------------------|--------------------------------------|

Computer Skills: Number of years' computer experience: \_\_\_\_\_

- |                                   |  |                                     |                                |                                       |
|-----------------------------------|--|-------------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Webpage development | <input type="checkbox"/> Quickbooks | <input type="checkbox"/> Email | <input type="checkbox"/> Other: _____ |
|-----------------------------------|--|-------------------------------------|--------------------------------|---------------------------------------|

What is your proficiency with Microsoft Office:

- |            |                                |                                       |                                   |
|------------|--------------------------------|---------------------------------------|-----------------------------------|
| Word       | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| Excell     | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| Powerpoint | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| Outlook    | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |
| Access     | <input type="checkbox"/> Basic | <input type="checkbox"/> Intermediate | <input type="checkbox"/> Advanced |

What are your natural talents? \_\_\_\_\_

\_\_\_\_\_  
List hobbies and interests: \_\_\_\_\_

\_\_\_\_\_  
Do you have skills, talents and gifts that you believe would enhance your ministry (ie: CPR, Lifeguard, photographer, etc.) \_\_\_\_\_

## References

*Personal References:* Please list three people (other than relatives) who are qualified to evaluate your capabilities and character. One of the references must be your pastor.

Name	Relationship	Phone
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Address	City	State	Zip
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Name	Relationship	Phone
------	--------------	-------

Address	City	State	Zip
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Name	Relationship	Phone
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Address	City	State	Zip
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*Professional References:* Please list three people who know you in the work environment, who are qualified to evaluate your capabilities and work style. You may include former supervisors or co-workers.

Name	Relationship	Phone
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Address	City	State	Zip
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Name	Relationship	Phone
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Address	City	State	Zip
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Name	Relationship	Phone
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Address	City	State	Zip
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## 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 explaining your positive experiences. Take time and be specific.

### List the five most enjoyable achievements you have accomplished in your lifetime.

Include those experiences that were naturally 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 do 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 include graduation, marriage, birth of children or becoming a Christian among these experiences.*

Following are examples of what other people have included as positive experiences:

- \* Built secluded forts in creek bottom area that was ideally and strategically located.
- \* Directed several Christmas programs for our church and put on several puppet shows.
- \* Started my own real estate business - expanded to developing land and building houses.
- \* Managed a service station at night. Solved a traveler's problem by repairing his car.
- \* Counseling at a youth camp for one week during the summer.

### Positive Experience #1:

What did you do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you go about it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was your role in it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Positive Experience #2:

What did you do? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you go about it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was your role in it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Positive Experience #3:**

What did you do? \_\_\_\_\_

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

How did you go about it? \_\_\_\_\_

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

What was your role in it? \_\_\_\_\_

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

**Positive Experience #4:**

What did you do? \_\_\_\_\_

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

How did you go about it? \_\_\_\_\_

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

What was your role in it? \_\_\_\_\_

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

**Positive Experience #5:**

What did you do? \_\_\_\_\_

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

How did you go about it? \_\_\_\_\_

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

What was your role in it? \_\_\_\_\_

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

## Statement of Faith

Do you whole heartedly subscribe to the YFC Statement of Faith as follows? ☐ Yes ☐ No

1. We believe the Bible to be the inspired, the only 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 in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, 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 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 (Please print) \_\_\_\_\_

Signature/Date \_\_\_\_\_

What does your family think about your entering the YFC ministry? \_\_\_\_\_

## Confidential Background Information

("Yes" answers to these questions will not necessarily disqualify you from service with YFC. Failure to disclose accurate information may.)

Because our mission and purpose as a Christian ministry organization 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 or pled guilty to a criminal offense (misdemeanor or felony, other than a parking violation) in a court of Law? ☐ Yes ☐ No If yes, please provide date(s), location(s), & violations(s):

B. Have you ever been charged for, pled guilty or no contest or been convicted of any criminal violation of any type of sexual misconduct or abuse concerning a minor? ☐ Yes ☐ No If yes, please explain:

C. Have you ever been disciplined, suspended or terminated by any organization due to allegations of any type of sexual misconduct or abuse concerning a minor? ☐ Yes ☐ No If yes, please explain:

Have you ever been discharged for misconduct or unsatisfactory service or forced to resign from any position? Explain: \_\_\_\_\_



Approximately how many days have you lost from your usual activity in the past five years? \_\_\_\_\_

Please list reasons: \_\_\_\_\_

Is there any medical or physical reason why you would have to restrict yourself? ☐ Yes ☐ No

Explain: \_\_\_\_\_

Is there any reason why you cannot operate a car? ☐ Yes ☐ No Explain: \_\_\_\_\_

\_\_\_\_\_

### Acknowledgement and Consent

I certify that the statements I have made are true and correct to the best of my knowledge. I understand that the submission of any false information or the omission of any requested information in connection with my application for ministry employment, whether on 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 for Christ.

I understand that if employed, I will be required to abide by all of YFC 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 business if I become a staff member. Therefore, I authorize YFC to investigate my past and present employment, educational credentials, and any additional information provided in this application, 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 such information to YFC from all liability, claims for damages, or responsibility whatsoever with respect to information supplied.

I hereby warrant that I have read and fully understood the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgement. I understand that this is an application for employment and that no offer of employment is being hereby extended.

Applicant's Signature

Date



## Staff Behavior Standards

Name \_\_\_\_\_

1. Verbal or nonverbal sexual behavior with any student is inappropriate.
2. Dating or going out with any student in your ministry is forbidden.
3. Discretion must be used in dealing with all students, especially regarding physical contact. Innocent behavior can be misinterpreted. A list of appropriate and inappropriate behaviors is listed. Please read carefully and initial after reading.

### Appropriate Displays of Affection:

- ♦ Side hugs
- ♦ Shoulder to shoulder or "temple" hugs
- ♦ Pats on the shoulder or back
- ♦ Handshakes
- ♦ "High-fives"
- ♦ Pats on the head when culturally appropriate
- ♦ Touching hands, faces, shoulders, and arms
- ♦ Arms around shoulders

### Inappropriate Displays of Affection:

- ♦ Full frontal hugs
- ♦ Kisses on the mouth
- ♦ Touching bottoms, chests, or genital areas
- ♦ Showing affection in isolated areas of a building, such as closets, staff-only areas or other private rooms
- ♦ Staff sleeping in bed with a youth
- ♦ Touching knees or legs
- ♦ Male/female and/or one-on-one wrestling
- ♦ Tickling
- ♦ Piggyback rides
- ♦ Any type of massage given by a youth to a staff
- ♦ Any type of massage given by a staff to a youth
- ♦ Any form of affection that is unwanted by the youth or the staff
- ♦ Compliments that relate to physique or body development

### Appropriate Verbal Interaction:

- ♦ Positive reinforcement
- ♦ Appropriate jokes
- ♦ Encouragement
- ♦ Praise

**Inappropriate Displays of Affection:**

- ♦ Name calling
- ♦ Adults having sexually-oriented conversations with teens of the opposite sex
- ♦ Having secret elements of a relationship with youth
- ♦ Cursing
- ♦ Telling off-color or sexualized jokes
- ♦ Comments meant to shame a youth
- ♦ Involving adults or youth in the personal problems or issues of employees or volunteers
- ♦ Derogatory remarks
- ♦ Harsh language that may frighten, threaten, or humiliate youth
- ♦ Making derogatory remarks about the adult/youth's family
- ♦ Belittling

4. Sexual gestures or overtures to a staff member by a student should be report to your leader so that discussion can be held with the student.
5. Buddy systems should be used by staff when working with students of the opposite sex.
6. One-to-one counseling is prohibited with students of the opposite sex.
7. One-to-one counseling with a student should always occur in a public place. If a more private location is needed, use a church building, ministry office, school, or similar faciltiy where accountability can be immediately established through the involvement (recognition) of a third party.
8. Driving alone with a student of the opposite sex should be avoided at all times.
9. If it is necessary to drive alone with a teen...
  - ♦ Don't sit close to one another in the car.
  - ♦ No physical contact
  - ♦ Do not stop the car to talk
  - ♦ If you must stop, turn on the inside light of the car
  - ♦ Be aware of the time when you depart and arrive. Mark those times in your diary or record.
10. All suspicion of physical or sexual abuse must be reported to your leader, who will follow the proper reporting procedures.
11. Any knowledge or suspicion of any ministry staff having an inappropriate relationship with a student must be reported promptly to your leader.

**I certify that I have read the standards and agree to abide by them and that the statements above have been answered truthfully.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

*"I am sending you out as sheep among wolves. Be as wary as serpents and harmless as doves." Matthew 10:16*



## Behavior Expectations

In our desire to "bring the life-changing message of Jesus Christ to

1. Fellowship of believers - adult leaders should meet regularly with believers for growth, encouragement and fellowship.
2. Sexual Purity - adult leaders are expected to follow biblical guidelines for sexual purity.
3. Drugs - adult leaders are expected to refrain from any illegal drug use.

I certify that I have read and agree to

☐ Yes      ☐ No

Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Background Investigation Consent

Instructions: Insert candidate's name in first blank. Applicant should complete all relevant information and sign and date the form.

I, \_\_\_\_\_ hereby authorize Youth for Christ and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my service

I release Youth for Christ and/or it's agents, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) \_\_\_\_\_

Maiden Name or Other Names Used \_\_\_\_\_

Present Address \_\_\_\_\_

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

How Long at Present Address? \_\_\_\_\_

Former Address \_\_\_\_\_

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

How Long at Former Address? \_\_\_\_\_

Please list all states of residence since age 18 or high school graduation: \_\_\_\_\_

Date of Birth\*: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of License: \_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate / Date

\* NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Youth for Christ abides by all applicable state and federal employment laws.