## Employment Application

# Aglow International

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.

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| 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      [ ]  Tuesday      [ ]  Wednesday       | [ ]  Thursday      [ ]  Friday      [ ]  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? |       |

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| 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:       |

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| 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: |       |

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| 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[ ]  | 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[ ]  | NO[ ]  |  |

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

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| Disclaimer and Signature |
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| 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: |  |

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| 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:  |
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| --- | --- | --- |
| * 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
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| 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.       |

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| 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 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.
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 baptism by water.
10. We believe in and look for the personal return of the Lord Jesus Christ
11. We believe in God’s immutable creation of men and women to reflect His image.
12. We believe each person’s body is the temple of the Holy Spirit and that we are to glorify God in our bodies.
13. We believe we are to walk in the Spirit and flee sexual immorality.
14. We believe that the Bible defines marriage as the uniting of one man and one woman in a single, exclusive union.
15. We believe that God intends sexual intimacy to occur only between a man and a woman within the confines of marriage.
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.
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.
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.
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| 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[ ]  | NO[ ]  |
| 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[ ]  | NO[ ]  |
| Briefly explain your experience (attach additional sheet if needed):       |
| Are you now or have you ever been involved in Aglow International? | YES[ ]  | NO[ ]  |
| If so, where?       |
| Church Attending:       |
| Pastor’s Name:       |

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| For Office Use Only |
|  | Date | Supervisor |  |
| Human Resources |       |       |  |
| Copies to |       |       |  |
|  |       |       |  |
| Dept. Interviews: |       |       |  |
|  |       |       |  |
| Contacts: |       |       |  |
|  |       |       |  |
| Date of Hire |       |       |  |