

STAFF APPLICATION



General Information

First Name _____ Middle _____ Last _____
Home Address _____
City _____ State _____ Zip _____
Phone _____ Mobile _____ Email _____
Birthday _____

Commitment

When would you like to serve at Eternal Anchor?

Education

High School (name, city, state) _____

Graduated? Yes No

College/University (name, city, state) _____

Graduated? Yes No If no, expected graduation date (month, day, year):

Major _____ Minor _____

College/University (name, city, state) _____

Graduated? Yes No If no, expected graduation date (month, day, year):

Major _____ Minor _____

Spanish Language

Spoken Spanish None Very Little Some Conversational Proficient Fluent

Written Spanish None Very Little Some Conversational Proficient Fluent

Health and Diet

Do you have any serious health concerns or dietary restrictions?

No Yes:

Other Experience and Training

Other Education, Training, or Certificates (i.e. first aid training, nonviolent crisis intervention training, etc.)

Experience, Education and/or Training in Special Education

School, Community Activities/Organizations, Offices Held, Honors

Previous Mission/Overseas Experiences (include organizations, places, dates, and responsibilities)

Skills

Check levels of experience and leave blank if none.

Church

	Some	Extensive
1. Sunday School	<input type="checkbox"/>	<input type="checkbox"/>
2. Discipleship Training	<input type="checkbox"/>	<input type="checkbox"/>
3. Bible Study	<input type="checkbox"/>	<input type="checkbox"/>
4. Public Speaking	<input type="checkbox"/>	<input type="checkbox"/>

Technical Skills

	Some	Extensive
5. Computers	<input type="checkbox"/>	<input type="checkbox"/>
6. Construction	<input type="checkbox"/>	<input type="checkbox"/>
7. Landscaping/Gardening	<input type="checkbox"/>	<input type="checkbox"/>
8. Medical/Health/Nutrition	<input type="checkbox"/>	<input type="checkbox"/>
9. Cooking	<input type="checkbox"/>	<input type="checkbox"/>
10. Auto Mechanics	<input type="checkbox"/>	<input type="checkbox"/>
11. Sewing	<input type="checkbox"/>	<input type="checkbox"/>
12. Hair Cutting	<input type="checkbox"/>	<input type="checkbox"/>
13. Computer Repair	<input type="checkbox"/>	<input type="checkbox"/>

14. Day Camps	<input type="checkbox"/>	<input type="checkbox"/>
15. Vacation Bible School	<input type="checkbox"/>	<input type="checkbox"/>
16. Sports/Recreation	<input type="checkbox"/>	<input type="checkbox"/>
17. Tutoring	<input type="checkbox"/>	<input type="checkbox"/>

Creative

	Some	Extensive
18. Singing	<input type="checkbox"/>	<input type="checkbox"/>
19. Guitar or other instruments	<input type="checkbox"/>	<input type="checkbox"/>
20. Photography/Videography	<input type="checkbox"/>	<input type="checkbox"/>
21. Writing/Journalism	<input type="checkbox"/>	<input type="checkbox"/>

Administrative

	Some	Extensive
22. Office Administration	<input type="checkbox"/>	<input type="checkbox"/>
23. Organization	<input type="checkbox"/>	<input type="checkbox"/>
24. Accounting	<input type="checkbox"/>	<input type="checkbox"/>
25. Microsoft Office	<input type="checkbox"/>	<input type="checkbox"/>
26. E-mail	<input type="checkbox"/>	<input type="checkbox"/>

Children/Youth

Some Extensive

Other Skills:

References

Please attach a letter from each reference to the application. If you are sending the application digitally, please scan the letters and attach them to the email message.

1 Name _____ Relationship _____
 Street _____
 City _____ State _____ Zip _____
 Phone _____ Mobile _____ E-mail _____

2 Name _____ Relationship _____
 Street _____
 City _____ State _____ Zip _____
 Phone _____ Mobile _____ E-mail _____

3 Name _____ Relationship _____
 Street _____
 City _____ State _____ Zip _____
 Phone _____ Mobile _____ E-mail _____

Employment

Employment Experience (list your last three jobs, beginning with the most recent)

1. Name of Employer _____ City/State _____
Dates Employed _____ Your Title _____
Brief Description of Duties _____
Reason for Leaving _____
2. Name of Employer _____ City/State _____
Dates Employed _____ Your Title _____
Brief Description of Duties _____
Reason for Leaving _____
3. Name of Employer _____ City/State _____
Dates Employed _____ Your Title _____
Brief Description of Duties _____
Reason for Leaving _____

May we contact your present employer? Yes No

Employer's Name: _____ Phone _____ Email _____

Church

Current Church _____
Street _____
City _____ State _____ Zip _____
Phone _____ Email _____
Pastor's Name _____ Denomination _____

Are you a member? Yes No

Church Activities/Offices:

Background Check

This document is to inform you that, as a part of our procedure for processing your application or otherwise determining your eligibility for a work position with Eternal Anchor, criminal records, credit reports and other background checks may be obtained regarding you. This inquiry may, by the nature of the data collected in such records, include information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable.

Name: Last _____ First _____ Middle _____

Previous Legal Name _____ Year Changed _____

Driver's License Number _____ State/Country _____

Residence _____ County _____ State/Country _____

Have you lived at your current address for longer than 90 days? Yes No

If yes, how long? _____

Please list all other cities, counties and states in which you have lived within the past 10 years. If you need additional space, please attach a separate sheet.

City	County	State/Country	Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any other names you have used and the date(s) changed

Please list any convictions, guilty pleas or pleas of nolo contendere/no contest (felony or misdemeanor), excluding minor traffic violations, and provide date(s), court of jurisdiction, county/parish and state.

Note: Information regarding your social security number and date of birth may need to be obtained for purposes of your background check.

I, _____, hereby consent to and authorize Eternal Anchor to obtain one or more consumer/investigative reports on me in connection with my application. Such reports may include, but are not limited to, information regarding my criminal record, driving record, credit, employment history and performance, or other investigative reports. I understand that the agencies from which this report or reports may be sought may include, without limitation, criminal records search agencies, consumer information/credit bureaus, and the like. I also understand that this authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested in connection with my assignment with Eternal Anchor.

I acknowledge that I read the information contained on this form carefully and certify that all of the information completed by is true and complete to the best of my knowledge. I also hereby release Eternal Anchor and its officers, directors, trustees, employees and other agents, and all other persons, companies, schools, consumer information agencies, record search firms and other entities, of and from any and all potential liability arising from inquiries by Eternal Anchor and its agents regarding the above background checks and/or the compilation or use of such reports regarding me.

Signature

Date

Additional Questions

Please answer the following questions on separate page. Please be as brief as possible but try to dedicate at least one paragraph per answer. Please attach your answers to the application. If you are sending the application digitally, please send the answers as an attachment.

1. Why do you wish to serve at Eternal Anchor?
2. Describe your relationship with God.
3. What do you consider to be your strengths and weaknesses?
4. Explain the importance of working well with others. Give examples of when you've worked in a team.

Mission Statement

Eternal Anchor exists to reflect God's hope and love to children and adults with special needs.

I have read Eternal Anchor's Mission Statement and commit to work in harmony with Eternal Anchor's staff to make it a reality.

Name _____ Date _____

Core Values

1. We love **God**. Everything we do is for Him.
2. We are followers of **Jesus**. He teaches us how to live and who the Father is.
3. We read the **Bible**. It's our guidebook for life.
4. We believe in **prayer**, to change hearts and lives.
5. We believe it's important to be a part of a **church**, where we can be in community with other believers.
6. We strive to fulfill God's call to **help** the poor, the vulnerable, and those in need.
7. We want to be a source of **light** in the world, by our words and even more so by our actions.
8. We know that every single human being is made in **God's image** and is precious to Him.
9. We strive to live in **peace** and **unity** with each other.
10. We try our very hardest to do quality, excellent **work**.
11. Above all, we seek to live lives overflowing with **love**, for God and for our neighbors.

I have read and commit to respecting Eternal Anchor's Core Values.

Name _____ Date _____

Please email your application and reference letters to Austin Robinson at:

arobinson@eternalanchor.org