



Application for Employment

All employment decisions are made without regard to considerations of race, sex, national origin, age or disability. As a religious institution, Mission Bible Institute is permitted and reserves the right to prefer employees or prospective employees on the basis of religion, religious declaration and Christian conduct as described in our Statement of Faith.

DATE: _____

PERSONAL INFORMATION

| | | | |
|-------------------|--------------------|---------------------|---------------------------------------|
| Last Name: | First Name: | Middle Name: | Social Security Number: - - |
|-------------------|--------------------|---------------------|---------------------------------------|

| | |
|-------------------------|------------------------|
| Present Address: | Phone: () - |
|-------------------------|------------------------|

If hired, can you provide proof that you are a citizen or national of the United States of America, a lawful permanent resident or an alien authorized to work in this country? Yes No

| | |
|---|---|
| Have you worked with Mission Bible Institute before? <input type="checkbox"/> Yes <input type="checkbox"/> No Date(s): Reason for leaving: | Do you have any relatives employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No Name(s): |
|---|---|

EMPLOYMENT DESIRED

| | | |
|------------------|---|----------------------|
| Position desired | Date you can start, if offered employment | Compensation desired |
|------------------|---|----------------------|

Are you applying for: List hours and days of availability
 Part-Time

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?
 Yes No
A description of the physical requirements will be provided upon request for your review.

If required, are you willing to work overtime? Yes No

Briefly describe any qualifications, special skills or experiences you possess which may be of special benefit in the job you are applying:

Which source prompted your application?
 Announced in Service Walk-In Employee Other:

CRIMINAL RECORD HISTORY

Have you ever been convicted of a crime? Yes No

(Note: Do not list the following: arrests or detention that did not result in conviction; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; any arrest for which a pretrial diversion program has been completed; or any marijuana possession convictions more than two years old).

If yes, please list the offense(s), along with the date(s) and citie(s) of conviction.

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense, and rehabilitation will be taken into account.

WORK HISTORY (If resume is attached, complete only missing information)
 List most recent work experience (paid or unpaid) first. Account for all time and complete all items.

| | | | |
|---|---|-----------|----------|
| Company Name: | DATES EMPLOYED | | |
| Telephone () - | From Mo/Yr. | To Mo/Yr. | |
| Street Address: | City | State | Zip Code |
| Your Title and Description of Work Performed: | BASE RATE OF PAY | | |
| | Start | End | |
| Supervisor: | May we contact this employer for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Reason for Leaving: | | | |

| | | | |
|---|---|-----------|----------|
| Company Name: | DATES EMPLOYED | | |
| Telephone () - | From Mo/Yr. | To Mo/Yr. | |
| Street Address: | City | State | Zip Code |
| Your Title and Description of Work Performed: | BASE RATE OF PAY | | |
| | Start | End | |
| Supervisor: | May we contact this employer for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Reason for Leaving: | | | |

| | | | |
|---|---|-----------|----------|
| Company Name: | DATES EMPLOYED | | |
| Telephone () - | From Mo/Yr. | To Mo/Yr. | |
| Street Address: | City | State | Zip Code |
| Your Title and Description of Work Performed: | BASE RATE OF PAY | | |
| | Start | End | |
| Supervisor: | May we contact this employer for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Reason for Leaving: | | | |

| | | | |
|---|---|-----------|----------|
| Company Name: | DATES EMPLOYED | | |
| Telephone () - | From Mo/Yr. | To Mo/Yr. | |
| Street Address: | City | State | Zip Code |
| Your Title and Description of Work Performed: | BASE RATE OF PAY | | |
| | Start | End | |
| Supervisor: | May we contact this employer for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Reason for Leaving: | | | |

EDUCATION

| NAME AND ADDRESS OF SCHOOL | COURSE OF STUDY | YEARS COMPLETED | LIST DEGREES | GRADUATED? YES/NO |
|--------------------------------|-----------------|-----------------|--------------|-------------------|
| High School | | | | |
| Jr. College or College | | | | |
| University | | | | |
| Technical or Vocational School | | | | |

REFERENCES

Please provide the name, address and telephone number of three people who would be willing to provide a business reference.

| | NAME / RELATIONSHIP | ADDRESS / PHONE | BUSINESS NAME | YEARS KNOWN |
|----|---------------------|-----------------|---------------|-------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

SIGNATURE

READ CAREFULLY BEFORE SIGNING APPLICATION.

I certify that the information given by me in this employment application is true and correct and contains no material omissions of any kind. I understand that any false statements or material omissions of fact made by me in this employment application or the interview process may disqualify me from employment or result in my termination. I certify that I have received, read and agree with the Statement of Faith set forth in the By-Laws of **MISSION BIBLE INSTITUTE**. I authorize **MISSION BIBLE INSTITUTE** to investigate my background and fitness for employment, including, but not limited to verification of my social security number, as well as an investigation of all other information provided in this employment application. I release **MISSION BIBLE INSTITUTE**, its employees and agents from any and all liability for failing to hire me or terminating my employment due to such false information or material omissions. I authorize the companies, schools or persons named above to give **MISSION BIBLE INSTITUTE** any information regarding my employment or educational background, together with any information they may have regarding my qualifications for the job for which I am applying, whether or not it is in their records. I hereby release said companies, schools or persons and their employees and agents from any and all liability resulting from the disclosure of this information.

I understand and agree that if I am hired, my employment relationship with **MISSION BIBLE INSTITUTE** is at-will, which means that it may be terminated at any time, with or without cause or advance notice, by either me or **MISSION BIBLE INSTITUTE**. In addition, if I am hired, **MISSION BIBLE INSTITUTE** will have the right to impose discipline or alter my position at its discretion. I understand and agree that no representative of **MISSION BIBLE INSTITUTE** may enter into any agreement contrary to the foregoing unless it is done by way of a specific, written agreement signed by **MISSION BIBLE INSTITUTE**.

Signed: _____

Date _____

FOR EMPLOYMENT OFFICE USE ONLY

Position: _____ Rate: _____ Effective: _____

STATEMENT OF FAITH

We believe it is important for every employee of Mission Bible Institute to understand and agree with the following Christian beliefs. Please check mark your answer.

1. We believe that there is one Living and true God, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all things, upholds all, and governs all.
 I agree with this statement. I disagree with this statement. I am unsure.
2. We believe that the Scriptures of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice.
 I agree with this statement. I disagree with this statement. I am unsure.
3. We believe in God, The Father, an infinite, Personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through faith in Jesus Christ.
 I agree with this statement. I disagree with this statement. I am unsure.
4. We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible premillennial return to earth.
 I agree with this statement. I disagree with this statement. I am unsure.
5. We believe in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.
 I agree with this statement. I disagree with this statement. I am unsure.
6. We believe that all people are sinners both by nature and choice and, therefore, under condemnation and the wrath of God.
 I agree with this statement. I disagree with this statement. I am unsure.
7. We believe that God regenerates by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord.
 I agree with this statement. I disagree with this statement. I am unsure.
8. We believe that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration, and that there are various evidences of this baptism including power for service and love.
 I agree with this statement. I disagree with this statement. I am unsure.
9. We believe in the universal Church, the living spiritual body of which Christ is the Head and all regenerated persons are members.
 I agree with this statement. I disagree with this statement. I am unsure.
10. We believe that the Lord Jesus Christ committed two ordinances to the Church: (1) Baptism, and (2) the Lord's Supper. We believe in baptism by immersion and communion open to all believers.
 I agree with this statement. I disagree with this statement. I am unsure.
11. We believe in the personal, visible return of Christ to earth and the establishment of His Kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless suffering of the wicked.
 I agree with this statement. I disagree with this statement. I am unsure.
12. We believe the Bible teaches that marriage is a sacred, legal, and social union ordained by God to be a life-long, sexually exclusive relationship between one man and one woman. We affirm that the Bible rejects all other forms of sexual expression including adultery and homosexuality as sinful and unacceptable to God.
 I agree with this statement. I disagree with this statement. I am unsure.