



# APPLICATION FOR EMPLOYMENT

## The Christian and Missionary Alliance

United States National Office • P.O. Box 35000 • Colorado Springs, CO 80935-3500  
Phone 719-599-5999 • Fax 719-599-3817

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**Please complete this form and return to the  
Office of Human Resources, at the above address.**

*When an application is filed for consideration, there is no assurance of ultimate employment, but the applicant will be considered, along with others, for any vacant positions for which he or she may be eligible.*

**The mission of the C&MA is to know Jesus Christ; exalt Him as Savior, Sanctifier, Healer, and Coming King; and complete His Great Commission:**

- Evangelizing and discipling persons throughout the United States; and
- Incorporating them into Christ-centered, community-focused congregations,
- Mobilizing them for active involvement in a missionary effort designed to plant Great Commission churches among both unreached and responsive peoples worldwide.

**Because of The Christian and Missionary Alliance's primary and exclusive Christian and religious purposes the C&MA shall only employ individuals who:**

1. Profess a personal belief in Jesus Christ as personal Savior; and
2. Are active participants in a local Christian church.

**Employees of The Christian and Missionary Alliance at the National Office, as part of their duties as employees shall:**

1. Participate in chapel or other Christian services held or sponsored by the C&MA during the work day;
2. Refrain from behavior during working and nonworking hours that detracts from the Christian testimony of the C&MA or that is not in conformity with biblical standards as determined by the C&MA; and
3. Be spiritually ready and willing to fulfill such other ministry functions and requirements as may be requested by the C&MA.

**PERSONAL INFORMATION** (PLEASE PRINT CLEARLY)

DATE \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE) \_\_\_\_\_

PHONE NO. \_\_\_\_\_ STATE AGE IF UNDER 18 \_\_\_\_\_

IN CASE OF EMERGENCY, NOTIFY (NAME) \_\_\_\_\_

(ADDRESS) \_\_\_\_\_

(PHONE NUMBER) \_\_\_\_\_

IF RELATED TO ANYONE IN OUR EMPLOY, STATE NAME AND POSITION \_\_\_\_\_

IF YOU HAVE BEEN REFERRED BY ANYONE IN OUR EMPLOY, STATE NAME AND POSITION \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE (FELONY OR MISDEMEANOR, EXCEPT FOR MINOR TRAFFIC VIOLATIONS), WHICH HAS NOT BEEN SEALED OR EXPUNGED BY COURT? YOU MUST ANSWER (YES) IF YOU HAVE ENTERED INTO A PLEA AGREEMENT, INCLUDING A DEFERRED SENTENCE OR DEFERRED JUDGMENT ARRANGEMENT, IN CONNECTION WITH A CRIMINAL CHARGE.  YES  NO

IF YOUR ANSWER IS (YES) PROVIDE, FOR EACH CONVICTION: THE DATE OF CONVICTION, THE NAME AND ADDRESS OF THE COURT WHERE THE CONVICTION WAS ENTERED, AND THE NATURE OF THE OFFENSE INVOLVED. (A CONVICTION RECORD WILL NOT AUTOMATICALLY BE A BAR TO EMPLOYMENT, AND FACTORS SUCH AS YOUR AGE AT THE TIME OF THE CRIME, SERIOUSNESS AND NATURE OF THE VIOLATION, TIME ELAPSED SINCE THE CRIME, AND SUBSEQUENT REHABILITATION WILL BE CONSIDERED.)

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

PLEASE PROVIDE A DESCRIPTION OF YOUR EDUCATIONAL BACKGROUND APPLICABLE TO THE POSITION(S) FOR WHICH YOU HAVE APPLIED.

| EDUCATION                                | NAME & LOCATION | YEARS ATTENDED | DATE GRADUATED & DEGREE(S) EARNED | SUBJECT(S) STUDIED |
|--|-----------------|----------------|-----------------------------------|--------------------|
| HIGH SCHOOL                              |                 |                |                                   |                    |
| COLLEGE                                  |                 |                |                                   |                    |
| COLLEGE                                  |                 |                |                                   |                    |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |                 |                |                                   |                    |
| SEMINARS ATTENDED                        |                 |                |                                   |                    |

**EMPLOYMENT EXPERIENCE** PLEASE DESCRIBE ALL EMPLOYMENT FOR OTHERS AND SELF-EMPLOYMENT FROM AGE 18 ONWARDS. INCLUDE PART-TIME AND TEMPORARY EMPLOYMENT. YOU MAY INCLUDE MILITARY SERVICE ASSIGNMENTS. YOU MAY EXCLUDE EMPLOYER OR ORGANIZATION NAMES WHICH INDICATE RACE, COLOR, SEX, NATIONAL ORIGIN, AGE OR DISABILITY. (BEGIN WITH CURRENT EMPLOYER AND USE AN ADDITIONAL SHEET OF PAPER IF NECESSARY.)

1. EMPLOYER \_\_\_\_\_ DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HOURLY RATE/SALARY STARTING \_\_\_\_\_ FINAL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

2. EMPLOYER \_\_\_\_\_ DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HOURLY RATE/SALARY STARTING \_\_\_\_\_ FINAL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

3. EMPLOYER \_\_\_\_\_ DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HOURLY RATE/SALARY STARTING \_\_\_\_\_ FINAL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

4. EMPLOYER \_\_\_\_\_ DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HOURLY RATE/SALARY STARTING \_\_\_\_\_ FINAL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

5. EMPLOYER \_\_\_\_\_ DATES FROM \_\_\_\_\_ TO \_\_\_\_\_

WORK PERFORMED \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HOURLY RATE/SALARY STARTING \_\_\_\_\_ FINAL \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_

PLEASE EXPLAIN YOUR ACTIVITIES DURING ANY GAPS IN EMPLOYMENT IN EXCESS OF THREE MONTHS. (YOU NEED NOT DISCUSS GAPS IN EMPLOYMENT DUE TO A HEALTH OR MEDICAL CONDITION, OR TIME OFF IN CONNECTION WITH THE BIRTH OR ADOPTION OF A CHILD, OR TO CARE FOR FAMILY MEMBERS.)

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

**WORK EXPERIENCE** (CHECK ALL THAT APPLY)

- ACCOUNTING
- ART/GRAPHIC DESIGN
- BOOKKEEPING
- COMPUTER OPERATOR
- COMPUTER PROGRAMMER
- DATA ENTRY
- DICTATION EQUIPMENT
- EDITING
- FILING
- FUND RAISING

- JANITORIAL
- MAIL CLERK
- MARKETING
- PAYROLL
- PERSONNEL
- PRINTING
- PROOFREADING
- PUBLIC RELATIONS
- PURCHASING
- RECEPTIONIST

- SECRETARY, ADMINISTRATIVE
- SECRETARY, CORRESPONDENCE
- SHIPPING
- SUPERVISORY EXPERIENCE (EXPLAIN BELOW)
- SWITCHBOARD
- TEN-KEY
- TYPING WPM \_\_\_\_\_
- WORD PROCESSING
- OTHER \_\_\_\_\_

SUPERVISORY EXPERIENCE \_\_\_\_\_

\_\_\_\_\_

LIST ANY EXPERIENCE, SKILLS, OR QUALIFICATIONS WHICH YOU FEEL WOULD ESPECIALLY FIT YOU FOR WORK WITH OUR ORGANIZATION.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT DESIRED**

WORK PERFORMED \_\_\_\_\_

POSITION \_\_\_\_\_

AVAILABLE START DATE \_\_\_\_\_

SALARY/HOURLY RATE \_\_\_\_\_

ARE YOU EMPLOYED NOW?  YES  NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?  YES (CONTACT DATE) \_\_\_\_\_  NO

ARE YOU APPLYING FOR:  REGULAR FULL-TIME WORK  REGULAR PART-TIME WORK  TEMPORARY WORK \_\_\_\_\_

SPECIFY AVAILABLE DAYS AND HOURS IF PART-TIME \_\_\_\_\_

**REFERENCES**

GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

| REFERENCE NAME | ADDRESS & TELEPHONE | OCCUPATION & EMPLOYER | YEARS ACQUAINTED |
|----------------|---------------------|-----------------------|------------------|
|                |                     |                       |                  |
|                |                     |                       |                  |
|                |                     |                       |                  |



I hereby affirm that every foregoing statement is true and correct to the best of my knowledge and belief; that I have not knowingly withheld any facts or circumstances which may detrimentally affect my application; that if I am appointed to a position with the C&MA, I will cheerfully comply with all established regulations and procedures for employees.

I understand and agree that, if I am employed by The Christian and Missionary Alliance, and if I have provided inaccurate information on this application form, or at any other step in the application process, this may result in discharge from employment, regardless of when the inaccuracy is discovered.

I understand and agree that this application form is not and is not intended to be a contract of employment.

I understand that employment with The Christian and Missionary Alliance is employment at will, which means that The Christian and Missionary Alliance and its employees remain free to sever their employment relationship at any time, with or without notice, procedure or formality, with wages and other benefits being due up to the time of termination. I hereby waive and release The Christian and Missionary Alliance and its representatives from any claims that might arise from processing my application and conducting the background investigations referenced below.

You and we of the C&MA are Christians and believe that the Bible commands us to make every effort to live at peace and to resolve disputes in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). We agree that any civil claim or dispute arising out of employment with the C&MA shall be settled by biblically based mediation and, if necessary, legally binding arbitration under a Christian mediation or conciliation process in accordance with the Rules of Procedure promulgated by Peacemakers Ministries, Inc. of Billings, Montana, United States of America, or its successor. The venue for such mediation or conciliation process shall be Colorado Springs, Colorado, or such other location agreed upon by you and us. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. The foregoing dispute resolution process shall be the sole remedy for any dispute or claim arising from or related to your employment with the C&MA that cannot otherwise be resolved through discussions and negotiations and we each expressly waive our right to file a lawsuit in any civil court against the other party, with respect to any such dispute or claim, except to enforce an arbitration decision. We agree that the governing law applicable to any dispute shall be Colorado law and, as applicable, federal law.

SIGNATURE OF APPLICANT \_\_\_\_\_

For confirmation of all foregoing facts and review of my background, character and experience, I willingly grant permission to The Christian and Missionary Alliance to conduct or have conducted a complete reference and background investigation concerning me, including a criminal background check if deemed necessary, by The Christian and Missionary Alliance.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_