

Thank you for your interest in a position at the World Headquarters of Campus Crusade for Christ. As you may know, Campus Crusade for Christ is a Christian mission organization. It is our desire that all employees feel comfortable within the Christian environment they will find at our World Headquarters. Because of the unique nature and purpose of our organization, all employees are required to be involved in departmental Bible study, ministry training, worship experiences and prayer as part of their job description.

Attached you will find an hourly/salaried application, a Reference Release (Confidential) form, a Statement of Faith and an Important Policies form. Please read through this information **BEFORE** you complete your application. After you have read through and signed the Policy and Reference forms, then carefully complete the application. Make sure you include the telephone numbers and full names of references or supervisors. Please be as specific as possible. Use extra sheets of paper if necessary. This will help us learn more about you and where you might fit into our current list of job openings. Please contact me if you have any questions. Upon completion, please fax the packet and **resume** to: 407-386-6575.

Sincerely,

Ada Morgan

Recruiter

Campus Crusade for Christ

Fax Number: 407-386-6575

resumes@ccci.org

Blog: <http://campuscrusaderecruiting.blogspot.com/>

Facebook: <http://www.facebook.com/#!/recruitccci>

Twitter: <http://twitter.com/recruitccci>

LinkedIn: http://www.linkedin.com/myprofile?trk=hb_tab_pro

APPLICATION FOR EMPLOYMENT



CAMPUS CRUSADE FOR CHRIST INTERNATIONAL

100 LAKE HART DRIVE, MAIL CODE 2700, ORLANDO, FLORIDA 32832
DR. WILLIAM R. BRIGHT, FOUNDER
STEVE DOUGLASS, PRESIDENT

Dear Applicant:

Since you have expressed a desire to work with us, we would like to share with you something about the purpose and work of Campus Crusade for Christ International.

Campus Crusade for Christ is an interdenominational organization whose primary purpose is to present the message of Jesus Christ to people of all walks of life including students, lay people, executives, athletes, military personnel, inner city residents, prisoners, and others in every country of the world. We believe that Jesus Christ is the one person who can change a person from within—who can give meaning, purpose and direction in life.

In order to accomplish such a ministry, we have people working in many different capacities: computer programmers, office administrators and managers, accountants, receptionists, clerks, electricians, custodians, housekeepers, and child care workers, to name several.

Because the number of applications we receive is greater than the number of current job openings, your application will be kept active for 90 days. You may reactivate your application with a phone call every 90 days for up to one year. Each application is carefully evaluated. We will contact you if you qualify for the position for which you applied.

Campus Crusade for Christ is an equal opportunity employer and abides by Title 7 of the Civil Rights Act of 1964 and subsequent laws which have amended it. We will consider qualified applicants for a specific position without discrimination because of race, color, sex, national origin, marital status, age or handicap.

We also comply with Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire.

Please print your name on the side of this front page, clearly printing your last name first, then first name and middle initial.

Thank you for considering Campus Crusade for Christ as a place to use the skills, knowledge and abilities God has given you.

The Human Resources Group

DO NOT WRITE BELOW THIS LINE—FOR OFFICE USE ONLY

Dept/Area _____ Team Leader _____

Job/Title _____ Unit _____ Level _____

Hire date ____/____/____ Pay rate \$ _____ Business Unit: _____ Operating Unit: _____ FIN Dept: _____

Project: _____ FT PT OC SAL-EX (TEMP)

Date

M.I.

First

Last

Your name

PERSONAL INFORMATION

Name _____ Soc. Sec. # _____ - _____ - _____
Home phone (_____) _____ Alternate phone no _____ email: _____
Mailing address _____ City/State/ZIP _____
Position desired _____ Pay rate desired \$ _____
Are you legally eligible for work in the United States? Yes No
May we have permission to consider you for a position other than the one you applied for? Yes No
Do you desire full-time work or part-time work? Days and hours available _____
Date available to start ____/____/____ If under 18, do you have a current work permit? Yes No
Have you ever been employed with us? No Yes: mo./yr. _____ to mo./yr. _____
If yes, what was your name when you were employed by us? _____
Department/Area _____ Team Leader's name _____
How did you hear about us? Job Posting _____ Ad _____ Friend Other _____
Specific Source Specific Source
List references presently working for Campus Crusade: _____ Name _____ Name _____
Have you ever been convicted of a felony? No Yes: Please explain _____
Have you ever been convicted of a misdemeanor? No Yes: Please explain _____

EMPLOYMENT HISTORY

 (Please fill out Employment History in its entirety even if your resumé is included.)

List your present or most recent employer first and work backward. Please give accurate, complete, full-time and part-time employment information. If you do not possess all this information, we strongly encourage you to obtain it for your application materials. Incomplete information may delay or disqualify your application for employment.

Employer (most recent) _____ Phone (_____) _____
Address _____ City _____ State _____ ZIP _____
Employed (mo./yr.) from _____ to _____ Name while employed _____
Supervisor's name _____ Title _____
Position(s) held _____ Duties _____

Starting pay rate \$ _____ Final pay rate \$ _____ Reason for leaving _____

Employer _____ Phone (_____) _____
Address _____ City _____ State _____ ZIP _____
Employed (mo./yr.) from _____ to _____ Name while employed _____
Supervisor's name _____ Title _____
Position(s) held _____ Duties _____

Starting pay rate \$ _____ Final pay rate \$ _____ Reason for leaving _____

Employer _____ Phone (_____) _____
Address _____ City _____ State _____ ZIP _____
Employed (mo./yr.) from _____ to _____ Name while employed _____
Supervisor's name _____ Title _____
Position(s) held _____ Duties _____

Starting pay rate \$ _____ Final pay rate \$ _____ Reason for leaving _____

Are there any previous employers you do not wish us to contact regarding your employment history with them? If so, please state who and the reasons why. _____

EDUCATION AND TRAINING

Circle highest grade completed: 7 8 9 10 11 12 College 1 2 3 4 5 6 Graduate level _____
Major and degree acquired _____ GPA _____
Name of institution, college or university _____
Other training, trade schools, certifications or classes taken _____

Typing speed _____ wpm Date last tested _____ Shorthand speed _____ wpm Date last tested _____
Alpha/Numeric _____ kph Date last tested _____ 10 Key _____ kph Date last tested _____
Computer languages or software with which you are familiar _____

Other management, office, or clerical skills not listed above _____

Use this space to provide ANY ADDITIONAL INFORMATION which you believe would be helpful to us regarding your experience or other special qualifications not listed elsewhere in this application. _____

If hired, will you agree to a 90-day introductory period, or other time period as specified at time of employment? Yes No _____
must initial

PERSONAL RELATIONSHIP WITH JESUS CHRIST

It is our desire that all employees feel comfortable within the Christian environment they will find at our International Headquarters. Because of the unique nature and purpose of our organization, all employees are required to be involved in departmental Bible study, ministry training, prayer and worship experiences as part of their job description. Also, each employee is expected to be able to share with business associates, guests and visitors about his or her experience of having a personal relationship with Jesus Christ. In light of these facts, the following information is requested as a bona fide occupational qualification.

Please give a brief statement of your personal relationship with Jesus Christ and how it began.

Church presently attending _____

City _____ Head pastor _____

What is your present level of church involvement?

We would like to advise you that we may conduct routine inquiries during the processing of this application that will provide us with pertinent information concerning your work abilities, character, general reputation and mode of living.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. Of course, employees may elect to leave on their own accord.

I understand that because of Campus Crusade for Christ's religious character, it is exempt in some states from and does not participate in unemployment insurance or state disability insurance programs. It also does not offer continuing health care benefits following the end of employment under the federal program known as COBRA. I understand, therefore, and agree that when my employment with Campus Crusade ends, I may not be able to receive unemployment benefits. I also understand and agree that, if I become disabled, I will not be able to receive state disability insurance coverage.

By my signature below, I authorize each employer and reference that I have listed to release to the Human Resources Group of Campus Crusade for Christ, Inc. any and all information in his/her files and possession that would be pertinent to my qualifications for the position(s) for which I have applied with Campus Crusade for Christ, unless otherwise noted here.

I understand that my employment with Campus Crusade for Christ is for no specific term and may be terminated by me or Campus Crusade with or without notice or cause at any time. I further understand that no oral promise, Campus Crusade policy, custom, business practice, or other procedure (including Campus Crusade's Human Resources Policy Manual) constitutes an employment contract or modification of the at-will relationship between me and Campus Crusade for Christ, Inc.

I also declare by my signature below that the statements and information I have provided on this application are true and accurate to the best of my knowledge and belief. I understand that any intentional omission or misstatement of fact on this application will be sufficient cause for refusal to employ and/or cause for discharge.

Applicant's signature _____ Date _____

IMPORTANT POLICIES YOU SHOULD KNOW BEFORE COMPLETING THIS APPLICATION

The International Headquarters of Campus Crusade for Christ serves as the administrative nerve center for our ministries in North America and around the world. It is important for us to create and maintain a positive witness for our Lord. Therefore, we have the following regulations:

APPEARANCE

MEN: Hair must be kept neatly and be cut above the collar. Sideburns, mustaches, and beards are to be short and neatly trimmed. In a few departments, beards may not be permitted due to occupational hazards. Appropriate dress includes shirts with collars, ties, polo shirts (pressed) and dress pants. Jeans, shorts and athletic shoes are not permitted.

WOMEN: Dresses, skirts, blouses and dress pants are appropriate for all offices. Skirt and dress lengths should be modest, reaching the top of the knee. Jeans, shorts, leggings and athletic shoes are not permitted. Excessively sheer clothing, low-cut dresses or blouses and heavy makeup are not appropriate in the workplace.

Some tattoos and forms of body piercing may be considered offensive or inappropriate for Campus Crusade's office environment and may need to be removed, covered or hidden in some way while at work.

ATTENDANCE

Dependability on the job is essential. All employees are to be on time each work day. The employee must call his/her immediate supervisor at the beginning of the work day if he/she will be late or absent on any particular day. A friend should not make this call for the employee. The employee is to keep the supervisor clearly informed of the reason for and the duration of the absence.

SMOKING

Most of our employees and guests do not smoke and have asked that, for the comfort and health of the majority, we not allow smoking at all. Therefore, our policy is that there be no smoking in our buildings or on the grounds except in your personal vehicle. Violation may result in termination.

ALCOHOL AND DRUGS

Any employee on our premises found selling, using or under the influence of alcohol or illegal drugs (including marijuana) will be immediately terminated.

ATTITUDE

A positive attitude toward fellow workers, supervisors and the policies of Campus Crusade is essential to effective work. Therefore, should any employee become excessively critical or attempt to cause friction between workers, progressive performance correction action will be taken.

CONDUCT AND CHARACTER:

Because of the nature and purpose of Campus Crusade, people tend to judge the entire organization and Christians in general by the lives they see our employees demonstrate. Therefore, indulgence in any lifestyle or pastime that is illegal or scripturally questionable or forbidden (for example, living or sleeping with a member of the opposite sex out of wedlock, homosexual practice, drunkenness, or refusing to pay legitimate bills) may result in termination.

Differences of opinion exist within the Body of Christ over the matter of speaking in tongues and those differences are, sometimes, divisive in nature. Therefore, Campus Crusade for Christ has adopted the following policy: Any Campus Crusade for Christ paid staff employee who feels that he/she has the gift of tongues must refrain from using the gift during work hours, on ministry grounds, or in any activity while representing Campus Crusade for Christ. This allows for use of the gift in public worship or privately, apart from work hours.

Signature _____ Date _____

OFFICE: (407) 826-2700
FAX: (407) 826-2749

Campus Crusade for Christ International
Human Resources Group - 2700
100 Lake Hart Drive
Orlando, FL 32832



CONFIDENTIAL

_____ has applied for a position with us and has indicated previous employment with your company. We would appreciate your help in obtaining and verifying the following information. Your reply will be kept strictly confidential. Your prompt attention to this request will be greatly appreciated. Thank you.

—Human Resources Group

“By my signature, I hereby authorize the release of the requested information below; and I agree that the reply to this request for information will be kept confidential and that I will not have access to it.”

X _____
Signature Social Security Number

APPLICANT TO SIGN ONLY. Applicant does NOT write below this instruction bar.

Position(s) Held:	Employment Dates From: To:
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Starting Pay: \$

Ending Pay: \$

Duties Performed:

Reason(s) for leaving your firm:

Is the above information correct?

If not, please explain:

Would you rehire this individual?

If not, please explain:

Please rate this applicant in the following areas based on his/her employment with you:

	Poor	Average	Above Average
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any work area or personal characteristic of this individual is less than average, please explain:

Former Employer's Signature

Title

Date

Rev. 7/01

Campus Crusade for Christ International Statement of Faith

Please sign the Statement of Faith below only if you completely adhere to it.

The sole basis of our beliefs is the Bible, God's infallible written Word, the 66 books of the Old and New Testaments. We believe that it was uniquely, verbally and fully inspired by the Holy Spirit, and that it was written without error (inerrant) in the original manuscripts. It is the supreme and final authority in all matters on which it speaks.

We accept those areas of doctrinal teaching on which, historically, there has been general agreement among all true Christians. Because of the specialized calling of our movement, we desire to allow for freedom of conviction on other doctrinal matters, provided that any interpretation is based upon the Bible alone, and that no such interpretation shall become an issue which hinders the ministry to which God has called us.

We explicitly affirm our belief in basic Bible teachings, as follows:

1. There is one true God, eternally existing in three persons—Father, Son and Holy Spirit—each of whom possesses equally all the attributes of Deity and the characteristics of personality.
2. Jesus Christ is God the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever.
3. He lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.
4. He rose from the dead in the same body, though glorified, in which He lived and died.
5. He ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own.
6. Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historic fall brought all mankind under divine condemnation.
7. Man's nature is corrupted, and he is thus totally unable to please God. Every man is in need of regeneration and renewal by the Holy Spirit.
8. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight.
9. It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit, but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written Word.
10. The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith.
11. Every believer is called to live so in the power of the indwelling Spirit that he will not fulfill the lust of the flesh but will bear fruit to the glory of God.
12. Jesus Christ is the Head of the Church, His Body, which is composed of all men, living and dead, who have been joined to Him through saving faith.
13. God admonishes His people to assemble together regularly for worship, for participation in ordinances, for edification through the Scriptures and for mutual encouragement.
14. At physical death the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing.
15. At physical death the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation.
16. Jesus Christ will come again to the earth—personally, visibly and bodily—to consummate history and the eternal plan of God.
17. The Lord Jesus Christ commanded all believers to proclaim the gospel throughout the world and to disciple men of every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to "Him who loved us and gave Himself for us."

Without mental reservation, I hereby subscribe to the above statements and pledge myself to help fulfill the Great Commission in our generation, depending upon the Holy Spirit to guide and empower me.

Signature _____ Date _____

Print Name _____