

The Navigators U.S. Military Mission Staff Application

Date: _____

I. GENERAL BACKGROUND

Name: _____

Present address: _____

City: _____ State: _____ Zip: _____

Home telephone: _____ Work telephone: _____

Email: _____

Marital status: Single _____ Married _____ (Date) _____ Divorced (Date) _____

Spouse's Name: _____

Children (Names-Ages): _____

In case of emergency, notify:
Name: _____ Address: _____

Home telephone: _____ Work telephone: _____ Relationship: _____

Type of Position Applying For:

Mission Staff Intern Staff Support Staff
When Available _____

What are your recreational pursuits (i.e., hobbies, sports, leisure-time activities)? _____

Do you currently use illegal drugs and/or controlled substances? Yes No

BEFORE PROCEEDING, PLEASE READ CAREFULLY THE ATTACHMENT ENTITLED "INSTRUCTIONS FOR STAFF EMPLOYMENT APPLICATION FORM: QUESTIONS REGARDING CRIMINAL OFFENSES" (page 8)

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? Please refer to Instruction page for Employment Applicants before answering. Yes No

If you have been convicted of such an offense, please describe the circumstances, including nature of offense, date, court where conviction was entered, and any other relevant information.

2. Have you ever resigned or been subject to investigation, suspended, dismissed, or asked to withdraw from employment or a volunteer position following an allegation or complaint that you engaged in conduct injurious to a child, sexual harassment or other sexual misconduct, or threatening or violent behavior? Yes No

If so, please describe the circumstances, and provide the name and address of the employer or volunteer organization.

If you reside in the state of Hawaii, please complete the HAWAII Criminal Conviction Questionnaire, attached at the end of the application (page 10).

II. EDUCATIONAL BACKGROUND

Highest educational level achieved:

University, college, Bible school, seminary and trade school attended:

Dates	Name of School	Major	Degree

List any training courses or seminars you have completed which you feel have helped prepare you for the ministry experience you are applying for.

<u>Course Title</u>	<u>Date Completed</u>	<u>Major Benefit to You</u>

List any curricular activities you were involved in during college: _____

III. EMPLOYMENT EXPERIENCE

Have we previously employed you? ____ If so, please give dates and former position. _____

Are there commitments you have that would affect your availability to the ministry? _____

Are you willing to raise your own personal support and be available to relocate? _____

Would you consider assignments overseas? _____

List each job (including Military Service: Active/Reserves) held since age 18 (use separate sheet if necessary) starting with your present or last job.

Employer _____ Dates employed _____
Address _____ Telephone _____
Job title _____ Type of work _____
Reason for leaving _____
Who was your direct supervisor? _____

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Address _____ Telephone _____
Job title _____ Type of work _____
Reason for leaving _____
Who was your direct supervisor? _____

Describe any volunteer work or other activities you have been engaged in which have helped you develop skills and/or knowledge that would help you to perform the duties of the position you have applied for: _____

Active Duty? Yes No Reserves/Guard? Yes No

Title/Rank _____

IV. MINISTRY EXPERIENCE

Are you involved with a local church? Yes No

Church _____ Denomination _____
Pastor's name _____
Address _____
Telephone _____

Briefly describe your involvement _____

Are you or have you been affiliated with a nonchurch religious organization? Yes No

If yes, describe your involvement with that organization and who would know you best. Include name, address and telephone. _____

Are you ordained? Yes No Licensed? Yes No If so, give name and address of ordaining licensing body. _____

Ministry experience (training programs, youth camp counselor, visitation evangelism, etc.) (Please be thorough.):

<u>Dates</u> (<u>From - to</u>)	<u>Organization</u>	<u>Type of Ministry</u>	<u>Responsibility</u>
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What has been your experience in personal evangelism? Successes? Failures? _____

What has been your experience in being disciplined by someone? _____

What has been your experience in personally discipling another person? Successes? Failures? _____

What has been your involvement in small groups? Successes? Failures? _____

Describe any involvement with teams, mission trips, etc. _____

Describe your current ministry. _____

Branches of service ministering to _____

Military bases ministering at: _____

V. SPIRITUAL LIFE

Who and what have been the major influences in your growth as a Christian? Why were these of such major influence? _____

How would you describe your abilities, strengths, natural talents and spiritual gifts? _____

Describe the issues that you and the Lord are working on. _____

Describe your current walk with God. _____

Describe your experience and approach to Scripture memory, devotional life and Bible study. _____

What have been major spiritual lessons and turning points since you've become a Christian? _____

Have you ever been involved in other religions or cultic practices? Yes No

Biographical sketch: Please give a brief summary of your life including your home background and your religious background. (Use an additional page if necessary.) Be sure to include when and how you became a Christian.

Life goals: To the best of your ability, at this present time, describe your life goals, desires and/or vision for your life. _____

VI. THE NAVIGATORS

How did you become acquainted with The Navigators? _____

Describe your experience with The Navigators (when, where, who, lessons learned, etc.). _____

Who in The Navigators do you feel knows you best? _____

Why do you wish to work for The Navigators? _____

VII. REFERENCES

Please list below the names and addresses of four people (two personal and two professional references—i.e., professors, businessmen, etc.) that you would like us to contact. Do not include relatives or former employers.

Personal References

Name	Address	City	State	Telephone

Professional References

Name	Address	City	State	Telephone

Statement of Faith

- We believe that the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings and that they are of supreme and final authority in faith and life.
- We believe in one God, the Creator, eternally existing in three persons: Father, Son, and Holy Spirit.
- We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary; and that He was and remains true God and true man.
- We believe that God created Adam and Eve in the divine image; that they sinned and thereby incurred not only physical death but also spiritual death which separation from God; and that, as a result of Adam’s sin, all human beings are now born with a sinful nature and stand guilty before God.

- We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
- We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us as High Priest and Advocate.
- We believe in the blessed hope of the personal and imminent return of our Lord and Savior, Jesus Christ.
- We believe that all who by faith receive the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God.
- We believe that the Holy Spirit indwells and gives spiritual life to all believers, enables them to
- We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved and the everlasting punishment of the lost.

To know Christ and to make Him known

I affirm that all information provided on this Application is true and complete to the best of my knowledge and belief. I acknowledge that, if any information provided is inaccurate or incomplete for

whatever reason, The Navigators may refuse to hire me, or if I am employed, may discharge me from employment.

I authorize The Navigators, and its employees, agents and representatives, to conduct a reference and background check and criminal record check concerning me as deemed appropriate by The Navigators. I generally release The Navigators and its employees, agents and other representatives from any and all claims, damage and liability that might arise out of inquiries and statements made concerning me in connection with such reference, background and criminal record checks. I hereby request that any and all of my former employers, supervisors, and co-workers, volunteer organizations with which I have worked, references, educational institutions, Navigators staff, and others who may have had an affiliation with me, provide information concerning me as requested by The Navigators, and I also hereby generally release all such persons and entities from any and all claims, damage and liability that might arise from making statements or providing information concerning me to The Navigators in connection with its reference, background, and criminal record checks.

If appointed to a position with The Navigators, I will fully accept and adhere to the Statement of Faith, mission statement, and religious, spiritual and moral policies, principles, and standards of The Navigators.

If appointed to a field staff position with The Navigators, I agree to accept the responsibility to raise personal support necessary to work for The Navigators.

I UNDERSTAND THAT THIS PROFILE DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT AND THAT IT DOES NOT CREATE, NOR IS IT INTENDED TO CREATE, A CONTRACT OF EMPLOYMENT.

I UNDERSTAND THAT EMPLOYMENT WITH THE NAVIGATORS IS TERMINABLE AT WILL, WHICH MEANS THAT EMPLOYMENT WITH THE NAVIGATORS CAN BE TERMINATED AT ANY TIME, BY THE NAVIGATORS OR BY ME, WITH OR WITHOUT PRIOR NOTICE, WARNING OR DISCIPLINARY ACTION, AND FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE.

_____ Date

_____ Signature of Applicant

After application has been made for positions of Entity Staff, Intern Staff, or Strike Force within the Military Entity, it may be determined that the designated position is better suited either temporarily or for longer term to be an unpaid volunteer position with or without an expense reimbursement account.

Send completed application to:

**The Navigators
National Military Ministry Office
PO Box 6000
Colorado Springs, CO 80934**

**INSTRUCTIONS FOR STAFF EMPLOYMENT APPLICATION FORM
Questions Regarding Criminal Offenses**

Please read ALL instructions below before completing these questions.

1. Except as provided in Instruction 5 below, please answer each question “yes” or “no.” If you answer a question “yes,” attach a written statement with the information requested beneath the question.
2. If a conviction or other criminal proceeding is the subject of a record that has been sealed, annulled, erased or expunged by court order or by law, you may answer the question “no.”
3. Question #2 on the application includes military service.
4. A criminal record may not automatically be a bar to employment, and factors such as your age at the time, seriousness and nature of the violation, time elapsed, and subsequent rehabilitation may be taken into account. If any such factors apply to your response to question 1, please describe them in your written statement.
5. Please review the additional instructions if you are applying for a paid position with The Navigators, in any of the states listed below:

Connecticut:

You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-760, or 54-142a of the Conn. Gen. Stat.; criminal records subject to erasure under the previously-mentioned statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction with an absolute pardon; and any person whose criminal records have been erased under 46b-146, 54-760 or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Hawaii:

If you are seeking an employed position with The Navigators in Hawaii, do not answer question 1. If offered a position with The Navigators, you may be asked at that time to complete a further background questionnaire concerning any conviction record you may have.

Massachusetts:

An applicant for employment with a sealed record on file with the commissioner of probation may answer ‘no’ with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer ‘no’ to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer ‘no’ with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

If you do have a criminal conviction record, you may answer question 1 “no” if the only conviction record is a (1) first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace; or (2) a conviction of a misdemeanor, where the date of conviction or the completion of incarceration resulting from such conviction, whichever date is later, occurred 5 or more years prior to the date

of your application for employment, unless you were convicted of any other offense within 5 years preceding the date of your application for employment.

New York, Pennsylvania, Wisconsin:

Answer question 1 “yes” only if you have been convicted of a criminal offense that involves a sexual offense against any individual, or an offense that otherwise involves violence or threats of violence.

HAWAII CRIMINAL CONVICTION QUESTIONNAIRE

Your offer of employment with The Navigators is a conditional offer of employment. It is contingent on your providing a truthful and complete response to the criminal conviction questionnaire below. Further, if your response to any question on the questionnaire below is “yes,” your offer of employment may be withdrawn.

A criminal record may not automatically be a bar to employment, and factors such as your age at the time, seriousness and nature of the violation, time elapsed and subsequent rehabilitation, may be taken into account.

If any question asks for information concerning a conviction or other criminal proceeding that is the subject of a record that has been sealed, annulled, erased or expunged by court order or by law, you may answer the question “no.”

The following questions are limited to criminal convictions that have occurred within the last 10 years, excluding periods when you were incarcerated.

Yes **No**

___ ___

Have you ever been convicted of an offense involving child abuse or molestation or any other conduct injurious to a child?

Yes **No**

___ ___

Have you ever been convicted of a sexual offense?

Yes **No**

___ ___

Have you ever been convicted of an offense involving violence or threats of violence?

If the answer to any question above is “yes,” please attach a written explanation describing the circumstances, including the nature of each offense, location, date, and each court or law enforcement agency involved. If you feel that any mitigating circumstances apply, please describe those in the written explanation.