



FAMILY LIFE CREDIT SERVICES

2345 Meadow Ridge Parkway
P.O. Box 720
West Fargo, ND 58078
Phone: (701) 237-9247

Please Print

APPLICATION FOR EMPLOYMENT

Please answer all the questions completely. It is the policy of Family Life Credit Services to provide equal opportunity in employment to all applicants. Qualified applicants receive consideration on the basis of qualifications for the position, without regard to race, color, sex, national origin, marital status, veteran status, or disability. As a religious organization, this ministry is permitted and reserves the right to prefer employees on the basis of religion (Title VII, Sections 702 and 703, Civil Rights Acts of 1964). Employment at FLCS is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause.

Family Life Services, INC dba as Family life Credit Services is a Non-profit 501(c) 3 corporation. FLCS feels that its employees are representatives of a Christian ministry in both work and private life. FLCS desires that each employee strive toward living a life that is exemplary of a personal relationship with Christ and believes in the Statement of Faith.

Applicant must hold principles, which coincide with this organization’s Statement of Faith.

Incomplete and unsigned applications cannot be considered. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Date

PERSONAL

Name _____
Last First Middle

Address _____
Street City State Zip

Home Phone () Work Phone () Email address _____

STATEMENT OF FAITH

We believe the Bible to be the only infallible, authoritative Word of God.
We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost into the resurrection of damnation.
We believe in the spiritual unity of believers in our Lord Jesus Christ.

Employee Standards

The Scripture is clear that there are certain precepts and principles that are considered absolutes in moral and ethical behavior. In other areas in which there are differences of opinion, the Bible provides guidelines for behavior. It is the desire of **FLCS** that each of its employees be governed by Biblical precepts both at and away from the workplace, and manifests the life of Christ in conduct and attitudes. Practices such as stealing, drunkenness, drug use, gossiping, dishonesty, gambling, occult involvement, pro-abortion views, and/or participation in an abortion, murder, premarital sex, adultery, and homosexual behavior are not in line with the philosophy of this ministry. (See Galatians 5:19-21).

In contrast, we believe the life of the believer is to exemplify the fruit of the Spirit to those we serve. They should demonstrate love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. (See Galatians 5:22).

FLCS believes church membership and participation is essential to one's growth as a believer in the Lord Jesus Christ.

FLCS also desires that employees be active members in good standing with a church that teaches the Lordship of Jesus Christ and teaches the inerrant Word of God. "And let us consider how to stimulate one another, and all the more, as you see the day drawing near." (Hebrews 10:24-25).

FLCS believes that achieving excellence in work is the reasonable service of a Christian in the workplace. It is by scriptural admonition and principle that we accomplish our work to the best of our abilities. Some of the scriptural applications to performance standards in the ministry are the following. Serving the Lord through our work (Colossians 3:23). Recognizing the source of our strength (1 Peter 4:11). Slothfulness is reproved (Proverbs 12:24,27). Discipline is profitable (Proverbs 12:1). Excellence is commendable (Proverbs 22:29).

The spirit of the ministry performance standards are found in these as well as other scriptural examples and will be employed in performance evaluations. Performance standards also apply to the qualifications and skills of the employee as they relate specifically to job requirements.

As one can determine from the foregoing, performance standards are based on scriptural instruction, personal attitude, and reasonable expectations in job skills and abilities.

Certain rules and guidelines are necessary for the proper functioning of a community that may not apply to individuals. Since we are committed to honor Christ and to love one another, employees of **FLCS** freely assume certain regulations governing personal behavior. In addition to those stated above, others are stated in the Employee Policy Manual.

Ministry Interests/Spiritual Background

Because of the unique nature of our ministry, we are concerned that our staff be committed to our Christian perspective. All of our employees are involved in times of prayer and ministry-wide devotions. Please take a moment to answer the following questions, which will help us evaluate our compatibility. Thank you for sharing your thoughts with us.

1. Are you currently attending church? YES NO How long? _____

2. Church Name _____ Denomination _____

Address _____ City _____

State _____ Zip _____ Phone _____ Pastor/Priest Name _____

3. Describe your involvement in church and other Christian service: _____

4. Are you a licensed minister? YES NO Ordained? YES NO

By whom? _____

5. Date of Birth _____ 6. Social Security # _____

Biographical Information

1. Have you accepted Jesus Christ as your Savior and Lord? YES NO When? _____

2. Please give a brief testimony, including the circumstances of your conversion: _____

3. Would you feel comfortable praying with clients? _____
4. Describe your personality > _____

5. What do you see as your strengths? _____

6. What do you see as your weaknesses? _____

7. Do you consider yourself pro-life or pro-choice? Explain. _____

8. What do you think the Bible says about abortion? _____

9. What do you think the Bible says about homosexuality? _____

10. Are you legally eligible for employment in the United States? YES NO
11. Have you been convicted of a crime in the last 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? YES NO If yes, please explain: _____

12. Have you ever been bonded? YES NO Where? _____
13. May we pull your credit report? Yes _____ No _____ If no, please give a reason _____

Additional Information

POSITION APPLYING FOR: _____

1. Are you familiar with Family Life Credit Services and its ministry? YES NO

How did you hear of us? _____

2. Have you ever filed an application with us before? YES NO When? _____

3. Have you ever been employed with us before? YES NO Dates _____

4. Type of employment desired: FULL-TIME PART-TIME Other: _____

5. On what date would you be available to begin work? _____

6. Are you currently employed? YES NO May we contact you at work? YES NO

7. Give 2 attributes your friends would say you possess. _____

8. Describe your plans and goals for the immediate and distant future. How does working for FLCS relate to those goals:

9. Please use the space below to share anything else which you feel would be helpful; i.e., your personal goals as a Christian, doctrinal beliefs, Christian involvement, etc.

EDUCATIONAL BACKGROUND

School Name and Location	Years Completed	Did you graduate?	Course of Study/Major	Degree/Diploma
High School				
Business/Trade/Technical				
College/ University				
Graduate School				

MILITARY

Have you ever served in the U.S. Armed Forces?	Rank at discharge
Branch of service	Type of discharge
Dates of duty: from _____ to _____ month/year month/year	Are you in the active military reserves? If so, are you subject to be called up?

SKILLS

(Summarize job-related skills and qualifications, i.e., languages, typing etc.)

Do you read, write or speak any languages, other than English, fluently? _____ Please specify _____

Please check all skills that apply to you:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Administration	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Database	<input type="checkbox"/> Financial Management
<input type="checkbox"/> Fund raising	<input type="checkbox"/> Graphic computer arts	<input type="checkbox"/> Marketing	<input type="checkbox"/> Organization	<input type="checkbox"/> PBX System
<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Professional Counseling	<input type="checkbox"/> Spreadsheets	<input type="checkbox"/> Supervision/ Management
<input type="checkbox"/> Teaching	<input type="checkbox"/> Transcription	<input type="checkbox"/> Typing	<input type="checkbox"/> Word processing	<input type="checkbox"/> Writing/grammar
<input type="checkbox"/> List other skills:				

Computer Skills

Please check the software applications listed below and level experience that apply to you:				
Microsoft Windows 2003/XP	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Word	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Excel	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Access	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Power Point	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Publisher	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Other:	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Other:	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Other:	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?

MEMBERSHIP IN CIVIC ORGANIZATIONS*

List professional, trade, business, church, or civic activities and offices held.

*Completion of this question is not mandatory and will not be used to discriminate against the applicant on the basis of any protected class with the exception of organizations conflicting with FLCS's religious nature.

ADDITIONAL INFORMATION

State any additional information you feel would be helpful to us in considering your application.

PERSONAL REFERENCES

(persons who have known you during the past five years, other than relatives and former employers)			
Name	Telephone	Email address	Years known

NAMES OF RELATIVES & FRIENDS WORKING AT FLCS

EMERGENCY INFORMATION

In case of emergency contact:	Relationship
Address	Home phone
	Work phone

APPLICANT'S STATEMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The information provided in this Application for Employment is true, correct, and complete to the best of my knowledge. If employed, any misstatement or omission of the fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future and that I have the right to terminate my employment at any time, with or without notice, and the company has the same right.

This application will remain active for twelve (12) months. If you wish to be considered for employment after that time, you must reapply.

If applicable to a position, I authorize FLCS to investigate my driving record, my criminal record, and my credit history, and I understand that an investigative consumer report may be prepared, whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted. This inquiry would include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request with a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I further understand that previous employers, to whom I have given my permission, may be contacted by FLCS, and I authorize those employers to disclose all records and other information pertinent to my employment with them.

By signing this Statement, I indicate that I understand and accept the standards and guidelines established by this ministry. Implicit in accepting an offer of employment is agreement to abide by these standards.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

Signature of applicant

Date

I have read and fully understand Family Life Credit Services' Background Investigation Notification Policy. I hereby voluntarily consent to allow Family Life Credit Services or any of its officers, employees, agents, or designees to check my references by contacting any person whom they deem to be an appropriate reference in asking any questions which they consider relevant to their hiring decision, including questions about my personal background, educational background, work experience, personality, and personal habits.

Signature of Applicant

Date Signed

Family Life Credit Services

(701) 237-9247

REFERENCE REQUEST LETTER

Name: _____ SS#: _____/_____/_____

The above individual has applied for a position with Family Life Credit Services and has given your name as a reference. Your comments would be appreciated and will be held in strict confidence. Applicant's signed consent and a return envelope are enclosed.

Yours Truly,

Patricia Larson
President

How long have you known the applicant? _____

In what capacity? _____

Please evaluate the applicant in the following areas based on your familiarity with the applicant's work:

Ability _____ Conduct _____

Attitude _____ Efficiency _____

Attendance _____ Punctuality _____

If any of the above characteristics is less than good, please explain.

**IF YOU ARE RESPONDING AS THE APPLICANT'S PREVIOUS EMPLOYER,
PLEASE COMPLETE THE FOLLOWING:**

Applicant's employment dates: _____

Position held: _____

Final salary: _____

Reason for leaving: _____

Would you re-employ? _____ If not, please explain: _____

Signature

Date

Company/ Title, if applicable