



THE INTERNATIONAL BIBLE SOCIETY

EMPLOYMENT APPLICATION

Biblica is a 200-year-old Bible ministry and we do two things: We translate and publish the *full* Bible in *major* spoken languages of the world. We develop tools, resources, and programs to encourage people to open their Bible and engage with it, so their *lives are transformed through God's Word*.

STATEMENT OF FAITH

We Believe:

- In one God, eternally existent in three persons – Father, Son, and Holy Spirit;
- In the absolute deity and full humanity of our Lord Jesus Christ, God the Son, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death for all through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory to judge the living and the dead;
- In the present ministry of the Holy Spirit, by whose indwelling the Christian is empowered to live a holy life, to witness and work for the Lord Jesus Christ;
- In the divine inspiration of all 66 books of the Old and New Testaments as originally given, guaranteeing their infallibility, entire trustworthiness, and supreme authority in all matters of faith and conduct;
- That all people are sinners and cannot save themselves. Salvation is received as a free gift of God's grace, apart from works, through repentance and personal faith in the redemptive work of Christ and the regenerating power of the Holy Spirit;
- In the bodily resurrection of both the saved and the lost, the eternal blessedness of the saved, and the eternal punishment of the lost;
- In the spiritual unity of believers in our Lord Jesus Christ who are thus members of His Body, the Church, whose work is the worship of God, perfecting the saints, and evangelization of the world.

Please return the completed application to the Human Resources Department.

1820 Jet Stream Drive · Colorado Springs · CO 80921-3696

Telephone: 719/488-9200 FAX: 719/867-2890

Internet: <http://www.Biblica.com>

| | | | |
|---------------------------|--------|------------------------|--|
| Name: | | Date: | |
| Street address: | | Email address: | |
| City: | State: | Zip code: | |
| Contact Phone #: () | | Cell Phone #: () | |

POSITION(S) APPLYING FOR: _____

Availability: Full-time Part-time Temporary Desired Salary \$ _____

How did you hear about this position? _____

EMPLOYMENT EXPERIENCE (List most recent experience first)

Dates of employment: From: _____ To: _____ Full-time Part-time

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Starting salary \$ _____ Final \$ _____

Responsibilities: _____

 Greatest challenge: _____

Reason for leaving: _____

Dates of employment: From: _____ To: _____ Full-time Part-time

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Starting salary \$ _____ Final \$ _____

Responsibilities: _____

 Greatest challenge: _____

Reason for leaving: _____

Dates of employment: From: _____ To: _____ Full-time Part-time

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Starting salary \$ _____ Final \$ _____

Responsibilities: _____

 Greatest challenge: _____

Reason for leaving: _____

May we contact your current employer? Yes No If yes, when? _____

Within the past three years, what job responsibilities have given you the most personal satisfaction and why?

EDUCATION/BACKGROUND

Include technical schools and/or other special training as it relates to the essential functions of the position(s) applied for:

| Level | Name of school | City/State | Major/Minor | Years completed | Diploma/Degree |
|------------------------|----------------|------------|-------------|-----------------|----------------|
| High School/ Secondary | | | | | |
| College/ University | | | | | |
| Technical/ Vocational | | | | | |
| Grad. School/ Seminary | | | | | |
| Other | | | | | |

SKILLS/ABILITIES

- Word Processing (____wpm)
 Data Entry
 Ten-key
 Editing
 Filing
 Administrative
 E-mail
 Spreadsheet
 Customer Service
 Other: _____

- Computer
 Windows PC (or compatible)
 Mac
 Other: _____

If applicable, list your software knowledge and your level of proficiency (basic, intermediate, or advanced):

| Type (Specify particular software application) | Version | Proficiency |
|--|---------|-------------|
| Word-processing: | | |
| Excel: | | |
| Power Point: | | |
| Graphics | | |
| Other: | | |

The job description along with essential functions of the position will be reviewed at the time of the interview.

List your career goals for the next three to five years _____

SPIRITUAL BACKGROUND: Biblica is a Christian organization. All staff members must have a personal relationship with Jesus Christ; believe in the power of God’s word in transforming people’s lives and be an active participant in a local Christian church. Help us evaluate your compatibility with our ministry. Please describe your personal relationship with Jesus Christ.

Please list your local Christian church home: _____

How are you currently serving in your local church? _____

Describe your spiritual discipline practices (Bible study, accountabilities, personal lifestyle, etc.): _____

Have you ever been convicted of a criminal offense (misdemeanor or felony, other than minor traffic violations) in a court of law? Yes No

If yes, please give the nature of the offense, date of conviction, and location of the court:

PROFESSIONAL/CHARACTER REFERENCES

| | | |
|------------------------------------|---------|-----------|
| Supervisor | Address | Telephone |
| Pastor/spiritual leader | Address | Telephone |
| Co-worker | Address | Telephone |
| Biblica staff member (if possible) | Address | Telephone |
| Other | Address | Telephone |

APPLICANT STATEMENT

I authorize Biblica to investigate all statements made by me in this application, and review any civil or criminal records concerning me, except for such records as are sealed according to state or federal law.

I also authorize Biblica to contact employers, references and others whose names I have provided on this application, or those whom I may identify in an interview; I also authorize these persons to provide Biblica with any information requested as part of the interview/reference process. These individuals, as well as Biblica are released by my signature of any claims I might have arising out of any discussions involving me, or the provision of any information or records regarding me.

I understand that false, misleading or inaccurate information given in my application or interviews could result in my failure to receive an offer, or if hired, could result in my dismissal from employment with Biblica.

I agree with and will support Biblica's Statement of Faith, and Biblica's Christian Community Policy.

I understand this that this application 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 if I am hired I will be required to provide proof of my eligibility to work in the United States.

Biblica is an "at will" employer, as allowed by the At Will provision of Colorado employment law. I understand that this means in the same manner that an employee has a right to separate from employment at any time based on his/her desire to do so, Biblica reserves the right to sever the employment relationship at any time. _____ Initial for online submit

Signature

Date