



# Application for Employment

Family Life Communications Incorporated is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, sex, national origin, age, disability, veteran status or ancestry.

PLEASE NOTE: Applications and resumes will be accepted for positions currently available. Answer the following questions to the best of your ability. All information will be treated confidentially. (PLEASE PRINT)

## Personal Information

NAME:	DATE:
ADDRESS including city/state/zip:	
TELEPHONE: (     )	
Please list other name(s) under which you have been previously employed:	
Have you ever been employed with FLC before? <span style="float:right"><input type="checkbox"/></span>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, where and when?	What position?
How did you hear about Family Life Communications?	
<input type="checkbox"/>	Employee Referral (name of employee)
<input type="checkbox"/>	FLC website
<input type="checkbox"/>	Family Life Radio
<input type="checkbox"/>	Advertisement (identify publication)
<input type="checkbox"/>	Other (i.e. recruiting agency, friend, relative, employment agency)
If you are under the age of 18, and it is required, can you furnish a work permit?* <span style="float:right"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Are you legally authorized to work in the United States?* <span style="float:right"><input type="checkbox"/></span>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you, since the age of 18 or within the last 7 years (whichever is most recent), been convicted of a felony? <span style="float:right"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
If yes, please provide date(s) and details:	

\* Employment is subject to verification that applicant meets legal age and work permit requirements.

\*\* Conviction will not necessarily disqualify you from employment.

## Employment Interests

Position applied for:	Date Available:
Salary/Wage requirement?	Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work:	<input type="checkbox"/> Fulltime? (30+hrs.) <input type="checkbox"/> Part-time? (-30 hrs.) <input type="checkbox"/> Temporary?

Please specify hours and days you are available to work:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you been informed of, understand and have the ability to perform the essential functions of the job with or without accommodation?  Yes  No

Any applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him/her to demonstrate his/her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Director of Human Capital Resource Management.

**References:** Give name, address and telephone number of references not related to you or previous employers.

Name	Address	Phone	Years & Capacity Known

**Educational & Skills Data**

Name	City	State	Major	Degree? (Y/N)
High School:				
College:				
College:				
Graduate School:				
Business, Trade or Other:				
Professional Licenses and Affiliations:				
Do you have any special training which is applicable to this job? <input type="checkbox"/> Keyboarding _____ wpm <input type="checkbox"/> Software (please describe)				
<input type="checkbox"/> Other (please describe)				

Please include any other information that you think would be helpful to us in considering you for employment, such as additional work experience, military experience, memberships in professional organizations, additional relevant activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, color, national origin, or disability.)


FLC believes that the breadth of its ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Each employee is regarded as a full-time ambassador of Jesus Christ and of FLC. This truth requires that each employee have a real and vibrant fellowship with Jesus Christ.

Each employee regularly participates in staff devotional activities as his other duties permit and shall be prepared to pray with and provide Biblical encouragement to those seeking ministry services. In order to evaluate our compatibility in fulfilling this aspect of the job, please take a moment to answer the following question and to read our Statement of Faith. Thank you for sharing your thoughts with us.

Statement of Christian Testimony and Experience:

## FAMILY LIFE COMMUNICATIONS STATEMENT OF FAITH

***Please read and sign the Statement of Faith if you agree with it.***

We believe in one God, eternally existing in three persons: Father, Son, and the Holy Spirit. (***Matthew 28:19; II Corinthians 13:14***)

We believe that the Bible in its entirety (composed of sixty-six books) is the Holy, infallible Word of God; that it is and ever shall be the complete and final revelation of the will of God to man, and the final authority in all spiritual matters. (***II Timothy 3:16***)

We believe that Jesus Christ is God, the Son. We believe that He was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, and by His voluntary sacrificial death on Calvary and by His bodily and visible resurrection from the dead, paid the penalty of sin and purchased eternal life for all. (***Micah 5:2; Matthew 1:20, 21, 25; John 19:17-19; 20:16, 17***)

We believe that God created the universe and that it was perfect; that man was created in the image of God, but fell into sin; that all men are sinners by nature and under God's condemnation. (***Genesis 1:1, 2, 27; Romans 5:18a***)

We believe that salvation is the gift of God, by grace through faith in the Lord Jesus Christ, whose blood was shed for the forgiveness of our sins; that this salvation is the possession of those who by faith accept Christ as their personal Savior. We believe that there is no other way of salvation. (***John 3:16; 16:7-11; Romans 10:13; Ephesians 2:5, 8***)

We believe that the Holy Spirit, who is a Person of the Trinity, convicts the world of sin, of righteousness, and of judgment, and that it is by His power that the born-again Christian is enabled to live the Christian life. (***Matthew 28:18, 19; Romans 8:1, 14***)

We believe that the Bible teaches that each believer can and is commanded to live in separation from all worldly and sinful practices. (***II Corinthians 6:17***)

We believe that the Scriptural local church is made up of born-again believers, joined together for the purpose of spiritual fellowship, Christian growth, and the propagation of the Gospel.

We believe that every born-again Christian should be an active member of such a church, that the local church is God's prime instrument of testimony in this age; that the work of Christian teaching and of worldwide evangelism is entrusted first to such churches; and that no organization or fellowship should have priority over such a church. (***Hebrews 10:25***)

We believe that Jesus Christ ascended to the right hand of the Father, where He is interceding for each believer; that He will bodily and visibly return again.

We believe that God has appointed a day in which He will judge the world in righteousness by Jesus; that those who trust in the Lord Jesus Christ shall dwell eternally with Him, and that those who refuse His offer of salvation shall eternally be cast into the Lake of Fire. (***John 14:1-3; Romans 6:23; Revelation 21:8***)

We believe that marriage was instituted by God as a picture of His love for His church with the intent that it would be a life-long heterosexual union between one woman and one man, to the exclusion of any other person, without separation or divorce; resulting in mutual spiritual, emotional and physical intimacy. (***I Corinthians 7:3-5; 7:10-11; Genesis 2:24***)

We believe that each parent has a God given responsibility to nurture, love, protect, and discipline their children; with the hope of raising a responsible adult, and doing so without being harsh or punitive in the execution of their responsibility. (***Ephesians 6:1-4***)

We believe that God created human life to begin at conception and end at death; and that each human being, no matter their age, appearance, physical or mental challenges, race, born or unborn, to be of priceless value and of great worth. (***John 3:16; Psalm 139:13-14***)

We believe that Family Life Communication's success is dependent upon a unified group of employees, board members and volunteers who each willingly, and without reservation, agree with the tenets of this statement of faith and will commit to pattern their life and relationships in accordance with it.

This statement of faith cannot be altered in anyway without the expressed approval of the Board of Directors of Family Life Communications, Incorporated.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Employment Experience:**

**This section must be completed even if a resume is attached. Incomplete applications will be returned.**

**(Please indicate if you do not want your present employers contacted for reference)**

List each job held. Start with your present or last job. Include military service assignments and volunteer activities.

Employer:	From/To:	
Address:		
Job Title:	Supervisor:	Phone:
Starting pay:	Ending pay:	Reason for leaving:
Duties:		

Employer:	From/To:	
Address:		
Job Title:	Supervisor:	Phone:
Starting pay:	Ending pay:	Reason for leaving:
Duties:		

Employer:	From/To:	
Address:		
Job Title:	Supervisor:	Phone:
Starting pay:	Ending pay:	Reason for leaving:
Duties:		

Employer:	From/To:	
Address:		
Job Title:	Supervisor:	Phone:
Starting pay:	Ending pay:	Reason for leaving:
Duties:		

I hereby affirm that the information provided on this application (and supplemental materials, if any) is true and complete to the best of my knowledge. I also agree that falsified information, significant omissions or misrepresentations may disqualify me from further consideration for employment and if I am hired, may be considered justification for dismissal at any time.

I understand that an offer of employment is not an employment contract, and that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and supplemental materials, if any) to provide any relevant information that may be required to arrive at an employment decision. I have read and understand the foregoing statements and accept the same on conditions of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Solely to help Family Life Communications Incorporated to comply with government record keeping, reporting and other legal requirements, please fill out the Voluntary Self-Identification Form below. This data is for periodic government reporting and will be kept separate from all applications in a confidential file. This data will be used solely for government reporting purposes. Your voluntary cooperation in completing this information is appreciated.

**Please Print:**

Date applied/hired:	Position applied for:
Check one: <input type="checkbox"/> Male <input type="checkbox"/> Female	

**Check one of the following race/ethnic groups**

- American Indian or Alaskan Native** A person having origins in any of the original peoples of North America and who maintain culture identification through tribal affiliation or community recognition as an American Indian or Alaskan Native.
- Asian**— A person having origins in any of the original peoples of Far East, Southeast Asia, the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black** (not Hispanic origin) - A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino** - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White** - (not Hispanic origin) - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Multi-Racial** – A person whose biological parents are of different races. Please specify which groups:  
\_\_\_\_\_

**Check if any of the following are applicable:**

- Disabled Individual** – A person who has a physical or mental impairment which substantially limits one or more of such person’s major life activities, has a record of such person’s major life activities, has a record of such impairment or is regarded as having such impairment.
- Special Disabled Veteran** – A person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.
- Vietnam Era Veteran** – A person who 1) served on active duty for more than 180 days; (A) during the period beginning on February 28, 1961 and ending on May 07, 1975, in the case of a veteran who served in the Republic of Vietnam during that period, or (B) during the period beginning August 05, 1964 and ending May 07, 1975, in all other cases; and was released with other than a dishonorable discharge, or 2) was discharged or released from active duty for a service-connected disability if any part of such active duty was during those dates.
- Newly Separated Veteran** – A person who 1) served in a “war” including veterans with active duty service between December 07, 1941 and April 28, 1952 or 2) served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

**Name (Please Print)** \_\_\_\_\_

**Date:** \_\_\_\_\_