

STAFF APPLICATION FORM

Application Form Guide

The following items must be submitted with all applications.

All questions on the application forms must be completed. If a question does not apply to you, write N/A (Not Applicable) in the space provided.

Husbands and wives must complete separate application forms.

1. APPLICATION FORM

The following staff application form is used when applying for any staff position with Youth With A Mission, Lae, Morobe Province.

• Please, complete ALL sections of the form.

2. <u>RELEASES</u> (Sections 28 to 31 of the form)

All four (4) releases should be signed before your application can be processed.

• Please, read carefully the attached staff fee policy.

3. MEDICAL REQUIREMENTS

The confidential health form requires the applicant's attention and should then be given to your doctor for completion and mailed or faxed directly to THE REGISTRAR.

• Please, note that dependents 16 years and over must also meet this requirement.

4. CONFIDENTIAL REFERENCES

A confidential reference form must be given to your:

- (i) Pastor/Spiritual Leader, and
- (ii) Most recent YWAM Leader (school or staff leader or base leader)
- Please, request to them that they complete the form and mail directly to THE REGISTRAR.
- Please, list the name and address of each referee on a separate sheet of paper.

5. <u>VISAS</u>

Please, do not apply for a visa <u>until</u> you have received notification from YWAM Lae and the appropriate papers.

IMPORTANT: Applications from overseas staff should be returned twelve (12) weeks prior to the commencement date of serving with Ywam Lae to ensure ample time for processing visa and work-permit.

ALL FORMS ARE TO BE MAILED OR HAND DELIVERED TO:

Youth With A Mission P. O. Box 1913 Lae 411, Morobe Province Papua New Guinea Location: Section 170, Allotment 10, Irimo Street, 1 Mile, Lae

	YOUTH WITH A MISSION LAE, PAPUA NEW GUINEA
	GENERAL INFORMATION
	Full Legal Name (as in your passport) Recent passport sized photo Mr. Mrs. Mrs. Ms. Surname/Family Name/Last Name First Name Middle Name(s) Personal Details
	Date of Birth Age Day / Month / Month / Year
	Marital Status Single Engaged Married Separated Widowed Divorced Spouse's Name (If applicable) Date of Marriage (If applicable) Day / Month
3.	How many children are accompanying you? (If applicable) Passport Details What is your country of citizen?
	Passport Number Place of Issue
	Date of Issue Day / Month / Year Page 1 of 13

4.	Present Address	(Include	country	& post	code)
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Telephone (Include country & area code)

Fax (Important – for visa instructions)

Email

5. Permanent Address (Include country & post code) Telephone (Include country & area code)

•••••	
•••••	

Email

Fax

6. In Case of Emergency Contact

Name

Relationship (i.e. father, mother, brother, etc...)

Address (Include country & post code)

Telephone (Include country & area code)

Fax

Email

<u>FAMILY</u>

7. Parent's Details (If applicable)

Parents' Name

Telephone (Include country & area code)

Fax

Email

Parents' Church Affiliation

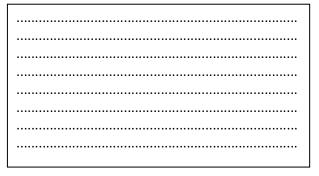
Is there a domestic situation that might make it necessary for you to return home?

.....

Parents' Address

Parents' Occupation

How do your parents feel about your decision for missions?



8. Children

List the names, date of births and passport numbers of children accompanying you (please include additional children and details on a separate sheet of paper).

Child 1 (Name)

Date of Birth

	Day / Month / Year
Sex:	Passport Number Date of Expiry
Male Female	Day / Month / Year
Child 2 (Name)	Date of Birth
	Day / Month / Year
Sex:	Passport Number Date of Expiry
Male Female	Day / Month / Year
Page 3	of 13

	Day / Month / Year
Sex:	Passport Number Date of Expiry
Vale Female	Day / Month / Yea
hild 4 (Name)	Date of Birth
	Day / Month / Year
ex:	Passport Number Date of Expiry
lale Female	Day / Month / Yea
Home Church Information	
Name of Church	Address
Name of Church	Address
	Address
Name of Church Denomination	Address
Denomination	
Denomination	
Denomination	Telephone Number (include country & area
Denomination Pastor's Name Does your Pastor know that you are	Address
Denomination Pastor's Name Does your Pastor know that you are	Telephone Number (include country & area
Denomination Denomination Pastor's Name Does your Pastor know that you are sending us this application?	Telephone Number (include country & area
Denomination Denomination Pastor's Name Does your Pastor know that you are sending us this application? Yes No	Telephone Number (include country & area
Image: sending us this application? Yes No Does he support? Yes No	Telephone Number (include country & area
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Image: sending us this application? Yes No Does he support? Yes No	Telephone Number (include country & area

10. Commitment to Church

What has been your commitment to your local Church?

11. Your Relationship

How would you describe your relationship with your Pastor?

CHRISTIAN LIFE AND CALL

12. Questionnaires

Please answer these questions on a separate sheet of paper. Please, type or print clearly.

- a) Describe your conversion experience and present relationship with the Lord Jesus. Give year of conversion.
- b) Describe Christian work you have done.
- c) In what ways have you helped others accept Christ as their Saviour?
- d) How do you personally feel about being involved in evangelism?
- e) What noticeable changes have you experienced during and since DTS?
- f) Do you have any restitution yet to be attended to?
- g) Do you have any unresolved conflicts with former leaders?
- h) Describe your personal devotional life and indicate whether you are meeting your own expectations for personal spiritual growth.
- i) How is God guiding you and what is He saying to you about joining YWAM Lae? Explain what it means to you.
- j) How did you first come into contact with YWAM and what influenced you to apply to YWAM?
- k) What influenced you to apply to this base in particular?
- I) How did God call you to missionary service?
- m) How long have you considered missionary service?
- n) Do you sense a long-term calling to missions?
- o) What are your long-term plans for the next five years? (If any)
- p) What special steps have you taken to prepare yourself for missionary service?

What length of service do you anticipate? (Please note that a minimum two year commitment is required Comments: Have you discussed this application with YWAM Lae leaders? Yes No If "Yes", with whom? 14. Ministry What would you say your gifting are? EDUCATION AND WORK EXPERIENCE 15. Educational History Have you graduated from High/Secondary School or equivalent? Yes No If "Yes", list date of graduation and certificate attained. If "Yes", list date of graduation and certificate attained. List total number of years of primary/secondary schooling. If English is not your first language, please circle your ability in the following skills. (1 = not-so-fluent and 6 =close-to-native speaker) Spoken English 1 2 3 4 5 6 Written English 1 2 3 4 5 6	If you are accepted, when do yo	ou plan	to begi	n? 🗌					
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Musical Ability or Other Talents

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17. Tertiary and Professional Training

Please, give details.

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What further non-YWAM training do you anticipate (if any)?

18. Leadership Experience

Please, describe all leadership experience you have had outside of YWAM (both Christian and non-Christian).

19. Occupational Skills

Please, list your occupational skills.

.....

List your non-YWAM job experiences up to the present (types of jobs, dates). Please, use extra paper if needed.

.....

Which job did you enjoy most and why?

Please, tick any of the following	Please, tick any of the following which best describes you.						
Prefer working alone	Prefer working on a team	Prefer initiating task					
Prefer following through [on tasks others set	People oriented	Good with money or numbers					
Good with details	Like things well-structured	Organized					
Project oriented	Routine oriented	Flexible					
Work well under pressure	Don't work well under pre	essure Methodical					
Y	VAM EXPERIENCE						
20. What YWAM schools have you o	ompleted?						
School:YW	AM Base:	School Leader:					
Dates: From/ to	//Outreach Lo	ocation:					
School:YW	AM Base:	School Leader:					
Dates: From/ to	//Outreach Lo	ocation:					
School:YW	AM Base:	School Leader:					
Dates: From/ to	//Outreach Lo	ocation:					
School:YW	AM Base:	School Leader:					
Dates: From/to	//Outreach Lo	ocation:					
21. What other YWAM involvement	have you had?						
YWAM Base:	Leader:	Dates: From// to//					
Job Title/Involvement:							
YWAM Base:	Leader:	Dates: From// to/					
Job Title/Involvement:							
YWAM Base:	Leader:	Dates: From// to//					
Job Title/Involvement:							
	Page 8 of 13						

22. Further Training in YWAM

If you intend to do further training while in YWAM, please, list the kind of schools and the possible timings.

School			Potential Date
	FINANCES		
From the International President to A Mission is responsible for raisin receives a salary (or pay-check). Support network and is one of th years.	g their own financial sup This enables each 'YWAI	port. No one MER' to cul [.]	e in Youth With A Mission tivate their own personal
23. Financial Support			
Please, answer the following q	uestions about your finar	ncial status.	
Do you have pledged regular s	upport? Yes	No	
If 'Yes' , please, specify <u>how m</u>	uch and <u>how often</u> (please	e, specify co	untry).
Do you have any other form of	income? Yes	No	
If 'Yes' , please, specify <u>how m</u>	<u>ich</u> and <u>how often</u> (please	e, specify co	untry).
Please, also specify the source	of this income (who is su	pporting you	u?).
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1.	Debt
I	Are you in debt? Yes No
ļ	If 'Yes' , please, specify <u>how much</u> and <u>to whom</u> (please, specify currency).
l	·····
ľ	How are you repaying this debt?
[
L	
_	
	LEGAL INFORMATION
5.	Legal Proceedings
1	Are you involved in any current or pending law suits or legal proceedings? Yes No
I	If 'Yes' , please, give details.
]	
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l	
6.	Police Record
ļ	Do you have a police record (civil or military)? Yes No
	If 'Yes' , please, give details.
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27. Statutory Declaration

I hereby declare that:

- a) I have never been involved in, or convicted of violent, drug-related, sexual assault or any other crime against a minor.
- b) I understand that spot checks may be carried out to verify the above and hereby give my permission for any police checks which might be necessary.

Signed:	Da	Dated:			
	D	ay /	Month	/Year	

<u>RELEASES</u>

28. Release of Liability

I do hereby release Youth With A Mission, Inc., its agents, employees, and volunteer assistants from any liability whatsoever arising out of injury, damage, or loss which may be sustained by myself or other persons during my/their course of involvement with Youth With A Mission.

Signature:

Dated:

Day

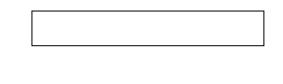
If applicant is under the age of 18, signature of parents/guardians is also required.

Name of Parent/Guardian:

Signature:

/Year

Day / Month



/ Month

/Year

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29. Consent for Treatment

In the event of an emergency in which I am rendered unconscious and my nearest responsible relatives or guardian cannot be contacted, I hereby agree to such treatment, anaesthetics and operations to be performed upon myself as in the opinion of the attending physician/s is deemed necessary.

Signed:

Dated:

Day

/ Month

/Year

If applicant is under the age of 18, signature of parents/guardians is also required.

Name of Parent/Guardian:

/ Month

Signed:

Dated:

Day

/Year

COMMITMENT TO YWAM LAE BASE

Please, read the following statements and sign. The Base Director will countersign your commitment, and a copy of this form will be returned to you on your arrival at YWAM Lae.

PERSONAL UNDERTAKING

I understand that I have a commitment to maintain a daily walk with Jesus, and to Base Intercession, Base Worship, staff meetings, and Base ministries and any other Base gatherings including a commitment to embracing life within the community.

Name: (Please PRINT): _____

Signed:

Dated:

Dav

/ Month /Year

FINANCIAL COMMITMENT

I understand that as a full-time member of staff, I am committed to support the ongoing ministry of Youth With A Mission, Lae. I also understand that this commitment includes my financial obligation to the staff fee rate. I therefore, accept all responsibility for payment of my staff fees and personal expenses incurred during my involvement with Youth With A Mission.

Signed:

Dated:

Day / Month

/Year

/Year

DECLARATION

I declare that all the information contained herein is true, correct and complete to the best of my knowledge.

Signed:

Dated:

Dated:

Day

/ Month

Signed on behalf of Youth With A Mission, Lae:

Day	/ Mo

onth /Year

Name:

Position:

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