# C:\Users\WhaleyC\Desktop\JAARS 2016_primary logo for email signatures_300dpi.png

# Employment Application

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*JAARS offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration*

*of race, sex, color, age, national origin, disability, or other status protected by applicable law.*

Please send your completed application to [hr\_director@jaars.org](mailto:hr_director@jaars.org), or mail to address below.

## Personal Information Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Present Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Permanent Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City State Zip

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_18 yrs. or older? Yes 🞏 No 🞏

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are any of your relatives employed by JAARS, Wycliffe USA, or SIL International? Yes 🞏 No 🞏

If yes, please provide details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally entitled to work in the USA? Yes 🞏 No 🞏

Have you ever had a driving license suspended, terminated, or revoked? Yes 🞏 No 🞏

Have you ever been arrested or indicted for, or convicted of a misdemeanor or crime involving a church or religious organization, and/or theft, misuse, or embezzlement of funds? Yes 🞏 No 🞏

#### Employment Desired

Position: Date you can start: Salary desired:

Are you employed now? Yes 🞏 No 🞏 If so, may we inquire of your present employer? Yes 🞏 No 🞏

Have you ever applied to JAARS before? Yes 🞏 No 🞏 If so, when?

Referred by:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Education** | Name and location  Of school | No. of yrs. attended | Did you graduate | Subjects studied |
| High School |  |  |  |  |
| College |  |  |  |  |
| Trade, Business or  Correspondence school |  |  |  |  |

What background/abilities/skills/experience do you have that will benefit you in the positon for which you are applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### General

Subjects of special study or research work:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special skills:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activities: (Civic, religious, athletic, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exclude organizations whose name indicates the race, creed, sex, age, marital status, color, or nation of origin of its members

Former employers (List below last three employers, starting with last one first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date  Month and Year | Name and address of employer | Salary | Position | Reason for leaving |
| From: |  |  |  |  |
| To: |
| From: |  |  |  |  |
| To: |
| From: |  |  |  |  |
| To: |
| From: |  |  |  |  |
| To: |

Which of these jobs did you like best?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What did you like most about this job?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spiritual Background

Write a brief description of how and when you came to know Jesus Christ as Savior. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe your present commitment to Christ and your on-going spiritual life. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affiliation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_How long attended?\_\_\_\_\_Months\_\_\_\_\_Years

JAARS Statement of Faith

* We believe the Bible, the inspired Word of God, is completely trustworthy, speaking with supreme authority in all matters of belief and practice.
* We believe in one God, who exists eternally in three persons, the Father, the Son and the Holy Spirit.
* We believe all people, being created in the image of God, have intrinsic value, but as a result of sin are alienated from God and each other, and therefore in need of reconciliation.
* We believe that Jesus Christ, the Son of God, born of the virgin Mary, is fully God and fully human; He demonstrated God's love for sinners by suffering the penalty of death in their place, rose bodily from the dead and ascended to heaven where He intercedes for His people.
* We believe all who repent and trust in Jesus Christ alone as Lord and Savior are, by the grace of God, declared to be right with Him, receiving forgiveness and eternal life.
* We believe the Lord Jesus Christ will return personally in glory, raise the dead, and judge the world.
* We believe all people will rise from the dead, those who are in Christ to enjoy eternal life with God, and those who are lost to suffer eternal separation from Him.
* We believe in the Holy Spirit who imparts new life to those who believe in Christ; through His indwelling presence and transforming power He gives assurance and equips believers for holy living and effective service.
* We believe the Church is the body of Christ, the fellowship of all believers, and is commissioned to make disciples of all nations.

JAARS Vision, Mission and Core Values

JAARS Vision—is that people’s lives and communities are transformed as they experience God’s Word in their own language.

JAARS Mission—is to make Bible translation and language development possible, especially in the most remote and difficult places on earth. We do that by enabling locally appropriate and sustainable solutions in transportation, technology, media, and training.

JAARS Core Values—Together in Christ Jesus, we commit to:

1. Seek God Above All 5. Pursue Excellence
2. Serve in Love 6. Collaborate with Respect
3. Act with Integrity 7. Create a Culture of Innovation
4. Steward God’s Resources with Courage

References

Give the names of three persons not related to you, whom you have known at least one year. Please include phone numbers or email addresses.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Occupation | Contact Information | Years Known |
| *1.* |  |  |  |
| *2.* |  |  |  |
| *3.* |  |  |  |

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. JAARS also has a Child Protection Policy in place and will conduct a criminal background check and require a code of conduct signature for anyone working with children.

In consideration of my employment, I agree to conform to the company’s rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company’s option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it’s president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

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

Please send your completed application to [hr\_director@jaars.org](mailto:hr_director@jaars.org), or mail to address below.

DO NOT WRITE BELOW THIS LINE

Interviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remarks \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hired: Yes 🞏 No 🞏 Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dept.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary/wage\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date reporting to work\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment Manager Supervisor