



ADMINISTRATIVE EMPLOYMENT APPLICATION

Please return all application and reference forms to:

**Greater Cleveland Youth for Christ
3274 W. 58th Street, Suite #205
Cleveland, OH 44102
yfc@yfccleveland.org
FAX: 216-252-9882**

Application for Employment Administrative Positions

Youth for Christ/USA, Inc. (YFC) appreciates your interest in working with us. A clear understanding of your background and work history will help us, if you qualify and are accepted, to place you in a position that meets your objectives and those of our ministry. Qualified applicants are considered for all open positions without regard to race, color, national origin, sex, age, veteran status, or the presence of a non job-related medical condition or disability.

Date of Application: _____

1. Personal Information

Name: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Best Way to Contact: _____

Previous Address: _____

City: _____ State: _____ Zip: _____

Please list all states where you have lived in the past 10 years _____

Are you 18 or older? Yes _____ No _____ Can you provide proof if hired? Yes _____ No _____

Upon offer of employment verification of your legal right to work in the United States will be required.

2. Job Interest

YFC location to which you are applying: _____

Position desired: _____ part-time _____ full-time _____

If part-time, please specify days and hours available: _____

Date available: _____ salary desired: \$ _____ per _____

Are you interested in temporary work? yes _____ no _____

List names of any relatives or persons you know who are, or have been, employed by YFC:

Have you had any experience in any other Christian ministry? Yes _____ No _____

Youth for Christ/USA, Inc.,

National Service Center: P.O. Box 4478, Englewood, CO 80155, Phone: (303) 843-9000 - Fax (303) 843-9002
Greater Cleveland Youth For Christ: 3274 58th St., Suite 205, Cleveland, OH 44102 Phone (216) 252-9881 Fax: (216) 252-9882

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3. Educational Background

High School: _____ grade completed: _____

University/College: _____

Yrs. completed: _____ major field of study: _____ graduated? _____

Technical/Vocational: _____

Yrs. completed: _____ field of study: _____ graduated? _____

Graduate School/Seminary: _____

Yrs. completed: _____ field of study: _____ graduated? _____

Other: _____

Apprenticeships, training programs, certifications, or other special educational experiences:

Are you presently taking any educational courses? Yes _____ No _____

If yes, what and where? _____

Foreign languages spoken: _____ Written: _____

4. Employment/Volunteer History

Give information as completely as possible, listing your **current** position first. Include employed/self-employed periods, part-time, volunteer work and periods of unemployment.

Company: _____ Telephone Number: _____

Supervisor Name: _____ Dates of Employment: _____ to _____

Position: _____ Salary: Start: \$ _____ End \$ _____

Summary of Duties: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes _____ No _____

Company: _____ Telephone Number: _____
Supervisor Name: _____ Dates of Employment: _____ to _____
Position: _____ Salary: Start: \$ _____ End \$ _____
Summary of Duties: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes _____ No _____

Company: _____ Telephone Number: _____
Supervisor Name: _____ Dates of Employment: _____ to _____
Position: _____ Salary: Start: \$ _____ End \$ _____
Summary of Duties: _____

Reason for leaving: _____

May we contact this employer for a reference? Yes _____ No _____

Please attach a current resume.

5. Professional Information

Please list names of any professional, trade or service organization of which you are a member: (Please omit any which would indicate age, race, color, sex, ancestry, or national origin).

List any additional areas of study or research, and any special interests, skills or experiences which might help qualify you for this position: _____

6. Computer Skills

Number of years' computer work experience: _____

Internet _____ Web Page Development _____ QuickBooks _____ eMail _____

Other: _____

What is your proficiency with Microsoft Office and other computer programs?

Word:	basic _____	intermediate _____	advanced _____
Excel:	basic _____	intermediate _____	advanced _____
Publisher	basic _____	intermediate _____	advanced _____
Power Point:	basic _____	intermediate _____	advanced _____
Outlook:	basic _____	intermediate _____	advanced _____
QuickBooks:	basic _____	intermediate _____	advanced _____
GoldMine/Database	basic _____	intermediate _____	advanced _____

7. References

Personal References:

Please list three persons, not related to you and not employed by Youth for Christ, who have known you for at least three years and are qualified to evaluate your capabilities and character. **One of the references must be your Pastor.**

Name/Address	Telephone No.	Relationship
1. _____		
2. _____		
3. _____		

Professional References:

Please list three persons who know you in the work environment and are qualified to evaluate your capabilities and work style. **Please include former supervisors and/or co-workers.**

Name/Address	Telephone No.	Relationship
1. _____		
2. _____		
3. _____		

DISTRIBUTE A REFERENCE FORM TO EACH OF YOUR (6) REFERENCES AND ASK THAT THEY RETURN THEM TO THE YFC OFFICE AT THEIR EARLIEST CONVENIENCE.

THANK YOU.

8. Criminal Record

Because our mission and purpose as a Christian ministry is to bring hope, love, and healing to young people and their families, it is of great importance that we endeavor at all times to build our team with people of the highest moral and spiritual character. To maintain our high standards, we must ask all applicants to be prepared to subject themselves to certain personal, employment and criminal background checks. For that purpose, please answer the following:

- A. Have you ever been charged with, pled guilty or no contest to, or been convicted of any criminal violation of any type of sexual misconduct or abuse concerning a minor? Yes ____ No ____

If yes, please explain: _____

B. Have you ever been convicted of, pled guilty or no contest to a felony or other criminal offense (other than a parking violation) in a Court of Law?

Yes ____ No ____ If yes, please provide dates, location(s) and violation(s): _____

C. Have you ever been disciplined, suspended or terminated by any organization due to allegations of any type of sexual misconduct or abuse? Yes ____ No ____

If yes, please explain:

All of our staff and volunteers must affirm our **Statement of Faith** as follows:

Statement of Faith

1. We believe the Bible to be the inspired, the infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. 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 His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. 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 unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in Christ.

I agree with and will adhere to the above Statement of Faith during my employment.

Name (please print) _____

Signature _____ Date _____

Acknowledgment

I certify that information I am providing is true and correct. I understand that the submission of any false information or the omission of any requested information in connection with my application for employment, whether in this document, in an interview, or provided otherwise, may be cause for failure to hire or for immediate discharge should I be employed by Youth For Christ (YFC).

I understand that if employed, I will be required to abide by all of YFC's policies, standards or regulations as established from time to time.

I further understand that if employed, I may be disciplined or have my employment terminated if I no longer agree with, or exhibit conduct which is contrary to YFC's policies, standards or regulations, or if I in some other way fail to meet the requirements of my position.

I understand that YFC requires certain information about me to evaluate my qualifications for employment and to conduct its ministry if I become a staff member. Therefore, I authorize YFC to investigate my past and present employment, educational credentials, and any additional personal information provided in this application and any interviews, and I agree to cooperate in such investigations. I further recognize and agree that, as a condition of my employment, I consent to criminal, financial and motor vehicle background checks from federal, state and local agencies.

I hereby release YFC and all persons supplying information to YFC from all liability, claims for damages, or responsibility whatsoever with respect to information supplied. I further authorize all of my prior employers and references to speak freely to YFC representatives and provide whatever information is required.

I hereby understand and agree that if I accept any offer of full-time employment that may be presented to me in the future with YFC, that I will be required to join and fully participate in YFC group medical plan to the extent that I am qualified, unless I can demonstrate that I have existing coverage (1) as a dependent under my spouse's employer-sponsored plan; or (2) pursuant to a life-time coverage program under a former employer-sponsored plan such as military or governmental civil service or primary Medicare A & B; or (3) pursuant to COBRA benefits arising from a prior employment relationship.

I hereby warrant that I have read and fully understand the foregoing and seek employment under these conditions of my own free will and in accordance with my own judgment. I understand that this is an application for employment and that no offer of employment is being hereby extended.

Signature

Date

It is critical to the ministry of Youth for Christ that every paid staff person and volunteer live above reproach and represent the Lord and Youth for Christ with the highest level of Christian professionalism and affirm the following Code of Ethics.

Code of Ethics

1. I declare that I have trusted Jesus Christ as the Lord and Savior of my life and desire for His grace to shine through me (John 1:12).
2. I will make a hearty attempt to live out the Christian faith according to the Word of God, maintaining a vertical relationship with Him through a personal quiet time and a horizontal relationship with others according to I Peter 3:8-9.
3. I will be committed to be a team player striving for unity. I will respect the authority and leadership over me and serve as a servant-leader to those under me.
4. I am committed to being a member and active participant in an evangelical Bible-ministering church (Hebrews 10:25).
5. I declare that I will wholeheartedly and loyally support the ministry of Youth for Christ as a servant with my time, energy and/or personal resources.
6. I will hold with the highest regard my personal, family and marriage responsibilities.
7. I will actively pursue purity from things of this world.
8. I will make every effort to live within my means, avoid extensive debt and practice financial integrity.
9. I will treat every person, including teens with the respect due them, as a creation of God. This will mean no harassment, intimidation or provocation. Correction and discipline shall be done as not to unduly embarrass the individual.
10. I will abstain from sexual immorality (I Corinthians 6:13-18).
11. I will not allow myself to be a rumor-mill. I will address the issue with the other staff person and then go to their supervisor who has the appropriate authority.

Name (please print) _____

Signature _____ Date _____

Waiver and Consent

I understand that by applying for a position with Youth for Christ, I waive any rights to confidentiality concerning the contents of this application, and hereby authorize Youth for Christ to contact the personal references identified, and past employers.

I agree to allow YFC to do a background check in order to verify information disclosed in this application. I understand they may do a National Background Check through Abso, a national background screening company, and/or fingerprint background check (Ohio BCI and /or FBI) as part of this verification. All information disclosed in this check is proprietary and confidential within the body of YFC. (Please circle)

Yes No

In signing this document, I agree to the above. I also affirm that all information in this application is true and accurate to the best of my knowledge. I subscribe wholeheartedly to the ministry and work of Youth for Christ, will uphold the belief as described in their Statement of Faith and will do nothing to jeopardize the ministry or myself while working for Youth for Christ. I have read, understand and affirm the YFC STATEMENT OF FAITH, and CODE OF ETHICS.

Applicant's Signature

Date

*We at Greater Cleveland Youth for Christ appreciate your interest in working with us. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of our ministry. Qualified applicants are considered for all open positions without regard to race, color, national origin, gender, age, veteran status, or the presence of a non job-related medical condition or disability. (YFC/USA, Inc.)

IN ORDER FOR YOUR APPLICATION TO BE ACCEPTED

This page must be completed and the *required insurance document must accompany it.

SAFE DRIVING & INSURANCE AGREEMENT

PLEASE READ CAREFULLY- This document must be signed and dated below.

**IN ORDER TO TRANSPORT STUDENTS,
YOU MUST HAVE A *MINIMUM OF \$100,000/\$300,000 AUTO LIABILITY
You must be 21 years of age to drive students for Youth for Christ/Campus Life/City Life**

_____ I WILL NOT DRIVE STUDENTS _____ please initial here, sign and date at the bottom of this page.

_____ I WILL DRIVE STUDENTS AND WILL ABIDE BY THE FOLLOWING AGREEMENT.
_____ Please initial here. Sign and date at the bottom of this page.

A copy of your current *insurance coverage page (Declaration Page) must be submitted with your application.

Date of birth _____ Driver's License number _____ State _____ Classification _____

*The following lists the coverage that is required on your personal vehicle if you drive students. This is required by YFC/USA and is **not an option**. The coverage page must show the name of the Insurance Company, the name of the insured volunteer/staff member, the policy expiration date, and the required coverage, as stated below.

1. Must be covered by a reputable company.
2. Liability \$100,000 per person, \$300,000 per occurrence.
3. Property \$50,000
4. Medical \$1,000 per person, \$10,000 per occurrence
5. Should be covered by a standard policy which is not restricted to the employee being the only driver.

Safe Driving Code of Conduct and Agreement For all drivers (staff and volunteers)

1. I will carry at least \$100,000/\$300,000 Liability Insurance **or refuse to transport others if I do not.**
2. I will submit a current copy of my Liability Insurance to the YFC office.
3. I understand that all drivers of YFC vehicles transporting kids and/or cargo (including rented, borrowed, leased and owned by YFC), MUST BE AT LEAST 21 YEARS OF AGE.
Drivers under this age limit should not be allowed to operate YFC vehicles under any circumstances.
4. I will obtain a valid driver's license in the correct class for my YFC driving duties.
5. I will only operate vehicles that are in good operating condition.
6. I will carry an emergency kit with me when transporting others.
7. I will look behind vehicle twice before backing vehicle.
8. I will always wear seat belts.
9. I will require my passengers to wear seat belts.
10. I will carry no more passengers than vehicle has seat belts.
11. I will obey all traffic laws.
12. I will keep a safe distance from vehicles in front of me.
13. I will stop driving when I get tired.
14. I will stop the vehicle in order to discipline passengers if discipline becomes necessary.
15. I will keep my mind on my driving, not on the conversations around me.
16. I will NOT use my cell phone while driving.
17. I will check the oil and tire pressure on the YFC vehicle I am driving each week.

Interns should be classified as volunteers. Auto insurance follows the vehicle not the driver.

Name: *Please print.*

Signature

Date

Office Use

Drive:
Y / N

Ins. on file:
Y / N

BACKGROUND CHECK

In order to comply with the Youth for Christ National Service Center, we will now be completing background checks with **Praesidium**, a national background screening company. Bureau of Criminal Investigation and Identification (BCI) and Federal Bureau of Investigation (FBI) background checks will still be required of all persons present in the Cleveland Municipal School District (CMSD), working with students. Please ask your YFC/CL staff member if you need the BCI/FBI in addition to the **Praesidium Background Check**.

We ask that you fill out the DISCLOSURE AND AUTHORIZATION form that is provided with this letter. Please be sure to fill out ALL lines and spaces of the document, and sign it.

By law we are required to provide you with 'A Summary of Your Rights Under the Fair Credit Reporting Act', although we will not be gathering consumer credit information. In order to work with students, the information that we will be gathering will be: Criminal Searches and Sex Offender Searches.



DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS

DISCLOSURE

In connection with your application for employment with Greater Cleveland Youth for Christ (including any independent contract for services and volunteer work) or when deciding whether to modify or continue your ongoing employment (if hired), Greater Cleveland Youth for Christ may obtain a "consumer report" and/or an "investigative consumer report" on you from **Praesidium, Inc.**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain information regarding your credit history(if applicable to position), criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries to **Praesidium, Inc.** should be directed to **Praesidium, Inc.; Consumer Disputes; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.**

MAINE AND NEW YORK APPLICANTS OR EMPLOYEES ONLY: You have the right to inspect and receive a copy of your investigate consumer report requested by Greater Cleveland Youth for Christ by contacting the consumer reporting agency identified directly above.

AUTHORIZATION

I hereby authorize, without reservation, the obtaining of "consumer reports" or "investigative consumer" reports by Greater Cleveland Youth for Christ at any time after receipt of this authorization and throughout my employment, or service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish Praesidium, Inc. or Greater Cleveland Youth for Christ with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

NEW YORK APPLICANTS OR EMPLOYEES ONLY: By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law.

MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY: Please check this box if you would like to receive a copy of a consumer if one is obtained by the Company. ☐

CALIFORNIA APPLICANTS OR EMPLOYEES ONLY: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. ☐

Background Check Consent
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The following is information required in order for Greater Cleveland Youth for Christ to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)

STREET ADDRESS

CITY STATE ZIP

COUNTIES YOU HAVE LIVED WITHIN THE PAST TEN YEARS (USE BACK OF SHEET IF YOU NEED ADDITIONAL SPACE)

(Circle any of the following states in which you have lived: CA, CO, DE, LA, MA, SD, VT, WV, WY)

SOCIAL SECURITY NUMBER

DATE OF BIRTH *

DRIVER'S LICENSE NUMBER

ISSUING STATE

OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)

CONSUMER'S SIGNATURE

DATE

*** This information will be used for background screening purposes only.**

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Greater Cleveland Youth for Christ (the "Company") intends to obtain information about you for employment purposes from an investigative consumer reporting agency or consumer credit reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be **Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1(800) 743 - 6354.**

The source of any credit report will be **Praesidium, Inc.; P.O. Box 202002 Arlington, TX 76006. 1 (800) 743 - 6354.** The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file. A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy to be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs. "Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any code information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence

YFC Position _____ Previous Volunteer _____ New _____ Paid Staff Contact _____

Application Completed: Date _____

First interview by _____ Date _____ Recommendation (circle one): LOW AVERAGE HIGH

Second interview by: _____ Date _____ Recommendation (circle one): LOW AVERAGE HIGH

Third interview by: _____ Date _____ Recommendation (circle one): LOW AVERAGE HIGH

Offered a position? No _____ Yes/Date _____ Rejected _____

Reference checks: Date sent 1. _____ 2. _____ 3. _____