



Application for Employment  
GREAT COMMISSION MINISTRIES

Human Resources Department

(Revised July 15, 2009)  
Please type or print, answering all specified questions.

**Return Completed Application To:**

GCM, Attention: Human Resources Department  
PO Box 7101  
Winter Park, FL 32793-7101  
Fax: 407-671-9776  
[hr@gcmweb.org](mailto:hr@gcmweb.org)

Please note that the last page contains additional space  
for answers that do not fit in the spaces provided.

**General Information**

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

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

**Name:** \_\_\_\_\_  
Last First Middle

**Mailing Address:** \_\_\_\_\_  
Street Home phone Cell phone

\_\_\_\_\_ City State Zip Work phone

**Permanent Address:** \_\_\_\_\_  
(If different from above) (Street, City, State, Zip)

**What are you applying for:**

US Field Ministry     Overseas Field Ministry     Headquarters     Internship     Other \_\_\_\_\_

**Please include a general job description summary of the ministry position for which you are applying:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Ministry Interests and Skills**

<sup>1</sup> If you are applying for a support-based position, GCM conducts New Staff Trainings typically every four months and internship training in February. Employment eligibility begins after Training. When are you available to participate in this Training?

**Training Dates:** \_\_\_\_\_

<sup>2</sup> What position(s) are you applying for? \_\_\_\_\_

<sup>3</sup> Are you applying for:     full-time     part-time    How many hours? \_\_\_\_\_

<sup>4</sup> For which location(s) are you applying to serve? \_\_\_\_\_

<sup>5</sup> Have you previously applied to any other ministry?    \_\_\_\_\_    If so, which one(s)? \_\_\_\_\_



### Education

List all schools attended after junior high/middle school, such as high school, technical, college, secretarial, nursing, Bible institute, seminary, etc.

School Name	City	State	Dates Attended	Graduation Date	Major	GPA	Degree/ Diploma

**TRANSCRIPTS FOR FIELD POSITIONS ONLY:** Please provide GCM with an official transcript of all post high school education completed in the past five years. You may include transcripts with your application or have them directly sent to GCM, postmarked by the application deadline.

### Employment History

Please list your most recent employer(s) first and list the top 3 duties of your job, the % of your overall time spent on each duty, and the skills used most performing those duties.

Employer Name: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

	Top 3 job duties	% of time	Skills most used
1			
2			
3			

Employer Name: \_\_\_\_\_ Dates: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

	Top 3 job duties	% of time	Skills most used
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Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

	Top 3 job duties	% of time	Skills most used
1			
2			
3			

### Personal Information

1 Do you have any outside commitments that would limit your availability for fulfilling the responsibilities of the position you are applying for? Please explain. \_\_\_\_\_

2 Are there any factors or conditions that may limit your ability to perform, with or without reasonable accommodation, the duties & functions of the ministry position for which you have applied? If so, please explain. \_\_\_\_\_

3 **(ONLY COMPLETE IF YOU WILL BE RAISING SUPPORT)** Because of the financial challenges you may face while raising support for GCM, it's important to consider the strength of your personal finances. Please describe your financial obligations such as school loans, car loan, credit card debt, home mortgage, etc.

Nature of Debt	Total Debt	Monthly Payments

4 Have you ever been convicted of a crime?  Yes  No If "Yes" list offense, date and disposition of the case  
*(Convictions will not necessarily disqualify you for the position):*  
 \_\_\_\_\_

### References

Please give the name, address, and phone number of the people you have selected to be references according to the categories given below. Each reference must be someone who has known you for a minimum of one year.

1 Pastor or spiritual leader who knows you best.  
**Name:** \_\_\_\_\_ **Length of Acquaintance:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Mobile** \_\_\_\_\_ **Work** \_\_\_\_\_ **Email:** \_\_\_\_\_

2 GCM staff member or second pastor/spiritual leader.  
**Name:** \_\_\_\_\_ **Length of Acquaintance:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Mobile** \_\_\_\_\_ **Work** \_\_\_\_\_ **Email:** \_\_\_\_\_

3 Former employment supervisor, supervisor from a volunteer role, or coworker.  
**Name:** \_\_\_\_\_ **Length of Acquaintance:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Mobile** \_\_\_\_\_ **Work** \_\_\_\_\_ **Email:** \_\_\_\_\_

4 Long-term relationship such as a spouse, parent, roommate, sibling, etc. (If you are applying for an internship and are a dependent of your parents, a parental reference is required.)  
**Name:** \_\_\_\_\_ **Length of Acquaintance:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Mobile** \_\_\_\_\_ **Work** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please list where you have lived for the last 7 years (if not the address listed above under General Information)

Address	City, ST	Zip	Date From (mo/yr)	Date To (mo/yr)	County

## Essay Questions

Please type your answers to the following questions.

- 1 Describe how and when you became a Christian and about your personal growth in Christ.
- 2 Explain why you believe God is leading you to be in ministry.
- 3 What attracted you to apply with Great Commission Ministries?
- 4 What position are you applying for? Please give your preference(s) on location for this position.
- 5 What significant experiences in your life have contributed to the person you are today?
- 6 How would a you or a good friend describe your strengths?
- 7 Please describe your weaknesses?
- 8 To what degree are you self-motivated, self-disciplined, and able to work without close supervision?
- 9 What type of tasks scare you? How do you deal with this fear?

**(Questions 10 & 11 are for individuals applying for field staff or internship only)**

- 10 Have you raised support before? If so, for what, when did you do it, and how much did you raise?
- 11 Recognizing that you may face financial challenges during the support raising time, describe your plan for meeting your financial needs during the support raising period.
- 12 Please read the enclosed Statement of Faith very carefully. Is there any part of it you have reservations about and cannot embrace confidently and with a clear conscience before God? If so, please explain. Be sure to clearly identify the tenet(s) you're writing about and list them in the same order as on the Statement of Faith.

**Agreement**

The information contained in this application is true and correct to the best of my knowledge. I hereby affirm and acknowledge, by signing below, that all of the information provided and all of my answers to the foregoing questions are true and complete, and that any misrepresentation or omission may be grounds for rejection or, if later employed, dismissal.

I am aware that some positions are support based. If applicable, I understand that in light of the Biblical principles of stewardship and accountability, I am responsible to raise the amount of financial support for Great Commission Ministries (GCM) that GCM determines is necessary to cover the expenses of the ministry in which I am engaged.

I authorize GCM to make inquiries into my personal employment, finances, and other related matters that GCM may determine are necessary to adequately assess my application and my qualifications for the ministry position for which I am applying. I further authorize GCM to contact any references, employers, schools, and other persons and/or organizations identified in this application and authorize such references, employers, schools, and other persons and/or organizations to give GCM any information they may have regarding my character and fitness for employment with GCM. I release GCM, all of its agents, and all such references, employers, schools, and other persons and/or organizations from any and all liability for any damage that may result from furnishing such information to GCM, and I waive any right that I may have to inspect references provided on my behalf.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. I SIGN THIS RELEASE AS MY OWN FREE ACT. THIS IS A LEGALLY BINDING AGREEMENT THAT I HAVE READ AND UNDERSTAND.

Should my application be accepted, I agree to be bound by all of the current policies, Statement of Faith, standards, and regulations of GCM, and as they may be adapted from time to time, including but not limited to the GCM Employee Handbook, and to refrain from all illegal and/or improper conduct in the performance of my services on behalf of GCM.

Applicant Signature: \_\_\_\_\_

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

## The Statement of Faith of Great Commission Ministries

**The Scripture:** The sole basis of our beliefs is the Bible, the 66 books of the Old and New Testaments. It was uniquely, verbally, and fully inspired by the Holy Spirit and was written without error in the original manuscripts. It is the supreme and final authority in faith and life in every age.

**God:** There is but one God, infinite in power, wisdom, justice, goodness and love, the Creator of the universe, eternally existing in three persons: Father, Son, and Holy Spirit, each of whom possesses all the attributes of Deity and the characteristics of personality.

**Man:** God created man in His own image, and man, as he was originally created, was innocent before God. But man chose to sin by disobeying God, and therefore was alienated from his Creator and came under divine condemnation. Thus all human beings are born with a corrupted nature and without spiritual life, and are totally incapable of pleasing God in and of themselves.

**Jesus Christ:** God the Father, by His own choice and out of love for sinful men and women, sent Jesus Christ into the world to reconcile sinners to Himself. Jesus Christ was conceived by the Holy Spirit and born of a virgin. He is God in the flesh, both true God and true man. Jesus Christ lived a sinless life and voluntarily suffered and died as our substitute to pay the penalty for our sins, thus satisfying God's justice and accomplishing salvation for all who trust in Him alone. He rose from the dead in the same body, though glorified, in which He lived and died. He bodily ascended into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, makes intercession for His own. He will return to earth personally, visibly, and bodily to judge all men and establish His kingdom.

**Salvation:** Men and women are freed from the penalty for their sins not as a result, in whole or in part, of their own works, goodness, or religious ceremony, but by the undeserved favor of God alone. God declares righteous all who put their faith in Christ alone for their salvation.

**The Holy Spirit:** The Holy Spirit has come into the world to reveal and glorify Christ, to convict men and women of their sins, to impart new life to all who place their faith in Christ, and to comfort and guide believers in their walk before God. He indwells believers from the moment of spiritual birth, seals them until the day of redemption, and empowers them to live a life pleasing to God.

**Assurance:** All who are born again of the Spirit can, through the sure promises of God, be fully assured of eternal life from the very moment they put their faith in Christ. This assurance is not based upon any kind of human merit, but upon the finished work of Christ, who completely paid for their sins and upon the indwelling of the Holy Spirit, who is the deposit guaranteeing their inheritance.

**The Resurrection of the Dead:** At physical death, the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his or her body to everlasting glory and blessing. At physical death, the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his or her body to everlasting suffering, judgment, and condemnation.

**Baptism and the Lord's Supper:** Jesus Christ has instructed those who believe in Him to be baptized in water as a symbol of their new birth in Christ. Baptism is only for those who have personally believed in Christ. Our practice is to baptize by immersion. The Lord also instituted the Lord's Supper as a remembrance of His suffering, death, and resurrection. Neither baptism nor the Lord's Supper has any merit in helping a person obtain eternal life, but rather is an act of obedience by those who already have received eternal life through faith in Jesus Christ.

**The Church:** All true believers make up the church worldwide and should assemble together in local churches for worship, prayer, fellowship, and teaching, in order to become conformed to the image of Christ and to become equipped to carry out the "Great Commission" that Christ gave His followers in Matthew 28: 19-20.