



ADMINISTRATIVE EMPLOYMENT APPLICATION

Please return all application and reference forms to:

Greater Cleveland Youth for Christ
709 Brookpark Rd.
Lower Level, Unit #1
Cleveland, OH 44109
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: 709 Brookpark Rd., LL Unit #1, Cleve. OH 44109 Phone (216) 252-9881 Fax: (216) 252-9882

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 _____

2 . 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 _____

3. 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: _____

9. Positive Experiences

This step is important in helping us determine your compatibility with a ministry like YFC. Please give as much detail as possible. Take your time and be specific. Use additional paper if necessary. List the three most enjoyable achievements you have accomplished in your lifetime. Include those experiences that were interesting to you, that you enjoyed doing and in your opinion did well. These should be positive experiences in your eyes, not what other people may have felt important or worthwhile. They do not have to be earth shattering; rather something meaningful to you. These may have occurred at any time - during school, work, at home, pursuing a hobby and so on. Note: Please do not include graduation, marriage, birth of children or becoming a Christian among these experiences.

For each of the three experiences, describe:

- What did you do?
- How did you go about it?
- What was your role?

Positive Experience 1

What did you do? _____

How did you go about it? _____

What was your role? _____

Positive Experience 2

What did you do? _____

How did you go about it? _____

What was your role? _____

Positive Experience 3

What did you do? _____

How did you go about it? _____

What was your role? _____

All of our board members, 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.)

SAFE DRIVING & INSURANCE AGREEMENT

PLEASE READ CAREFULLY- sign and date below and submit all *required documents.

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. Date of birth _____ Driver License # _____ State _____ Classification _____

- ___ I will drive students in my own vehicle and will submit a copy of my current *Automobile Insurance Declaration Page with my application.
- ___ I will only drive a YFC Vehicle. (RESTRICTIONS MAY APPLY)
- ___ I have a CDL and am willing to drive a bus for YFC.

_____ ALL DRIVERS must submit with this application, a *Copy of their Current Ohio Driver License (both sides)

VOLUNTEERS APPROVED TO DRIVE FOR YFC WILL BE NOTIFIED AFTER COMPLETION AND REVIEW OF APPLICATION.

*The following lists the coverage that is required on your personal vehicle if you drive students in your personal vehicle. 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 (YOU) the policy expiration date, and the required coverage, as stated below and can be faxed to 216.252.9882 by your agent:

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

DRIVERS, PLEASE COMPLETE THIS SECTION

Safe Driving Code of Conduct and Agreement

1. I will carry at least \$100,000/\$300,000 Liability Insurance or refuse to transport others in my vehicle if I do not.
2. I will submit a current copy of my Liability Insurance to the YFC office if I am driving students in my own vehicle.
3. I will submit a copy of my current Ohio Drivers License to the YFC office.
4. 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 will not be allowed to operate YFC vehicles or drive students under any circumstances.
5. I affirm that I am AT LEAST 21 YEARS OF AGE.
6. I will obtain a valid driver license in the correct class for my YFC driving duties.
7. I will only operate vehicles that are in good operating condition.
8. I will carry an emergency kit with me when transporting others.
9. I will look behind the vehicle twice before backing vehicle.
10. I will always wear seat belts.
11. I will require my passengers to wear seat belts.
12. I will carry no more passengers than the vehicle has seat belts.
13. I will obey all traffic laws.
14. I will keep a safe distance from vehicles in front of me.
15. I will stop driving when I get tired.
16. I will stop the vehicle in order to discipline passengers if discipline becomes necessary.
17. I will keep my mind on my driving, not on the conversations around me.
18. I will check the oil and tire pressure on the YFC vehicle I am driving each week.
19. I will NOT use my cell phone while driving.
20. I will NOT text, access email, or use the web with handheld devices while transporting youth.
21. I will eliminate distractions *while driving* by not using electronic devices, GPS, etc.

<u>Office Use</u> Drive: Y / N Ins. on file: Y / N Drivers License on file: Y / N
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Interns should be classified as volunteers. Auto insurance follows the vehicle not the driver.

Name: _____
Please Print *Signature* *Date*



YOUTH FOR CHRIST[®]

RISK MANAGEMENT

Welcome to YFC's Online Abuse Prevention Training for Employees, the instructions from Praesidium on the following page will get you started, with directions to log in and access the training. Thank you for taking the time to seriously consider this issue and honor our responsibility for the safety of every young person in YFC.

As you follow the instruction, you will see you need to enter the following registration code to log in: **yfc7190**. Once you enter the code, you will be able to select your chapter from a drop-down box (**Greater Cleveland Youth for Christ**) to complete your signup.

Upon logging in, you should see a welcome message from Dan Wolgemuth and the training course listed that must be completed. This is serious material containing very helpful information in a format including personal interviews with both abusers and victims of abuse. You might find it a little difficult to watch, and we all wish we didn't have to think about these issues. However, given the times we live in and the culture we work in, we have to face these issues preemptively and head-on if we're going to take seriously our responsibility to protect kids. The required courses for employees are:

Meet Sam

Sam molests children and in this module he tells you how he gets away with it. You will learn the types of molesters and the methods they use to manipulate their coworkers, parents, and children-all to meet their own needs. You also learn how to spot interactions between adults and children that may indicate danger.

It Happened to Me

Temper outbursts. Failing grades. Depression. Suicide. These are just a few of the effects of sexual abuse. In this module, you hear children and adults describe the devastating effects abuse had on their lives. You learn about the prevalence of abuse and specific characteristics that may put some children at higher risk of abuse.

The Abuse Prevention Refresher will need be completed yearly or at the discretion of the Leadership Team.

If you encounter problems logging in or need further assistance, Praesidium's technical support team is ready to assist you. Contact them at support@praesidiuminc.com or 817-801-7773.

I, _____, completed the SAPT on _____.
(Printed name) _____ (Date)

(Signature)

Welcome to Armatus! We have developed some helpful hints to ensure you retain what you learn. To complete the training you will need: a computer with Internet access, audio connection, scrap paper, inkpen or pencil & access to a printer. Good luck and enjoy your courses.



1. Right Place, Right Time

Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions – simple as that. Set aside 30 – 45 minutes for each course so you don’t have to hurry.



2. Take your Time

Have patience and take your time. Read carefully to make sure you fully understand the content. Instead of rushing through the training, plan to complete only one or two courses each time you login so you can really absorb what you’ve learned. Complete each course from beginning to end. If you stop a course before you finish it, you’ll have to start over at the beginning of the section where you left off.



3. Follow the Orange Arrows

When it’s time to move to the next page, an orange arrow will appear. Click on the orange arrow to move forward. Do not use your Internet browser’s forward and back arrows or refresh buttons, or you’ll find yourself back at the beginning of the course!



4. Think about It

Lastly, pause and think about what you are learning. Throughout the course, think about how you can apply what you are learning to your own position. We know that with proper concentration you can understand and apply what you learn. When you pass the quiz at the end of the course you’ll earn credit and a printable certificate.

5. Enroll and Begin Training

To enroll:



1. Open a web page. In the browser enter www.website.praesidiuminc.com/EnrollNow
2. Enter the registration code: **yfc7190**
3. Fill out the form and click the link to enroll. (A valid email address is not required. This section may be bypassed by adding ‘N/A’ in the email address box.
 - a. **Organization is Greater Cleveland YFC**
 - b. **Choose your role: Employee or Volunteer**
4. Print the page or write down your user login and password for future reference.
5. Begin training immediately by clicking on ‘Log In’.

To complete training:

1. Complete the three security questions to be directed to the course page.
2. Be sure to read the brief letter from our president, Dan Wolgemuth.
3. Remember to click on the orange arrow to proceed through the course.

ROLE	COURSE REQUIRED
EMPLOYEES	Meet Sam , It Happened to Me, & Abuse Prevention Refresher (after 1 yr. of employment)
VOLUNTEER (including Board Members)	Abuse Risk Management for Volunteers

4. Complete the training and take the short quiz at the end. You have the option to print the certificate for your records. Youth for Christ will receive notification that the quiz is complete.

If you have questions along the way, contact your supervisor, YFC’s Risk Management Department or Praesidium technical support at support@praesidiuminc.com or 817-801-7773.

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**.

Upon receipt of your completed application, you will receive an email from Praesidium, Inc. that will include a link to complete your background check. Please be sure to complete **ALL** lines and spaces that are highlighted and read all questions carefully. At the end, you will be prompted to provide a digital signature.

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.

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. _____