

# STAFF MINISTRY APPLICATION



20601 West Paoli Lane • P.O. Box 468 •  
Weimar California 95736  
(530)637-4111 • Fax (530)422-7908

*Please Print*

Date: \_\_\_\_\_ Position Desired: \_\_\_\_\_ Paid Volunteer

Full Name:

\_\_\_\_\_  
First Middle Last

Present Address:

\_\_\_\_\_  
Street City State Zip

Permanent Address (if different than present address):

\_\_\_\_\_  
Street City State Zip

\_\_\_\_\_  
Email Address Phone 2<sup>nd</sup> Phone

If hired, would you require staff housing? Require housing Prefer housing Would not live on campus  
*If you are seeking staff housing, please fill out a staff housing application. The application can be downloaded at:  
[weimar.edu/jobs](http://weimar.edu/jobs)*

If hired, would you or a dependant plan on using the education benefits at either the college or the academy? Yes No  
*Employment at Weimar will not automatically result in acceptance of yourself or your dependants into an academic program. Therefore if you marked yes, please submit appropriate applications to the college and/or the academy and receive any acceptance letters prior to accepting employment at Weimar.*

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in this country? Yes No

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?\* Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

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

*\*No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered. State law does not allow us to ask if you have had a marijuana related offense that is over two years old.*

**EDUCATION AND TRAINING**

On a separate piece of paper, please list all of the education and formal training you have received that you believe may be relevant to the position for which you are applying. You may attach a resume. Please list in chronological or reverse-chronological order. For each school, list the following information.

- Name of school
- Address of school
- Number of months or years completed
- Degree received (if none, please state)

**Certifications:**

_____	_____	_____
Type	Issued by	Renewal date
_____	_____	_____
Type	Issued by	Renewal date
_____	_____	_____
Type	Issued by	Renewal date

**REFERENCES**

Provide three references of people not related to you, but who know you very well.

_____	_____	_____
Name	City	State
_____	_____	(____)_____
Years known	Basis of relationship	Phone
_____	_____	_____
Name	City	State
_____	_____	(____)_____
Years known	Basis of relationship	Phone
_____	_____	_____
Name	City	State
_____	_____	(____)_____
Years known	Basis of relationship	Phone

Which, if any, Weimar staff do you already know? \_\_\_\_\_

\_\_\_\_\_

**EXPERIENCE**

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). You must complete this section even if attaching a resume, use multiple copies of this sheet if necessary.

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Position \_\_\_\_\_ Primary duties \_\_\_\_\_

Date of Employment: \_\_\_\_\_  
From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Type of Business \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Name of employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

May we contact this employer for a reference? Yes No

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Position \_\_\_\_\_ Primary duties \_\_\_\_\_

Date of Employment: \_\_\_\_\_  
From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Type of Business \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Name of employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

May we contact this employer for a reference? Yes No

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Position \_\_\_\_\_ Primary duties \_\_\_\_\_

Date of Employment: \_\_\_\_\_  
From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Type of Business \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Name of employer \_\_\_\_\_ Supervisor's name \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

May we contact this employer for a reference? Yes No

**ADDITIONAL INFORMATION**

Have you ever worked for Weimar before? Yes No

If yes, in what position: \_\_\_\_\_ When? \_\_\_\_\_

Have you ever applied to work for Weimar before? Yes No If yes, when? \_\_\_\_\_

Are you an SDA member in good standing: Yes No

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Home Church Pastor Phone

Do you have missionary experience outside of the United States? If so, explain?

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

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed:

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

*(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)*

**PERSONAL EVALUATION**

This section explores the gifts and talents that you might bring to a ministry at Weimar Institute. The Bible emphasizes that each member of Christ's "body" on earth has been given spiritual gifts that are to be used in service to the church and the world (see 1 Peter 4:10,11; also 1 Corinthians 12 and Romans 12:3-8). Whether or not a staff position becomes available to you, we hope that your consideration of the following questions will stimulate a clearer perception of the value God has placed upon you and of the type of ministry for which He has prepared you.

We ask that you answer each of the following questions as candidly and personally as possible. This is an opportunity for you to share yourself as a person. So don't be concerned about formality in your writing style, or about including all the minute details of your developed thoughts. Rather, just sincerely share your personal responses to the questions in the way that is most natural for you. If you need more writing space, attach an additional sheet of paper to the application.

When and under what circumstances did you become a Christian?

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How has the Lord lead you, through studies, experiences, or events, into a closer walk with Him?

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What role does the Bible take in your life? What do the Scriptures mean to you and how do you use them?

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How do you view the role of Mrs. Ellen G. White and her ministry to the Seventh-day Adventist church?

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At Weimar, it is important that our staff adhere to the basic principles and practices of healthful living. While no one is going to open your refrigerator or kitchen cupboards, to what extent do you understand, accept and practice the NEWSTART principles?

Nutrition: \_\_\_\_\_

Exercise: \_\_\_\_\_

Water: \_\_\_\_\_

Sunshine: \_\_\_\_\_

Temperance: \_\_\_\_\_

Air: \_\_\_\_\_

Rest: \_\_\_\_\_

Trust in God: \_\_\_\_\_

Additional comments, including other health principles or practices you adhere to:

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In your service to Christ in the recent past, what endeavors has He apparently been able to bless most freely and fully? Explain why you think this blessing has come.

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What would you like to accomplish in the work for which you have applied to at Weimar? Discuss principles, goals and methods you would pursue.

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In what ways do you feel that Weimar would likely enrich your own personal growth as a Christian if you were a staff member?

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What relationship, if any, do you feel that an institution like Weimar might have with the closing events of Earth's history?

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**Please Read Carefully, Initial Each Paragraph and Sign Below**

Initials: \_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials: \_\_\_\_\_ I hereby authorize Weimar to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Weimar any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Weimar, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials: \_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Weimar. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Weimar, and that no promises or representations contrary to the foregoing are binding on Weimar unless made in writing and signed by me and Weimar's designated representative.

Initials: \_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Weimar, I am entitled to copies of any such public records obtained by Weimar unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature