

Application for Global Service with the Evangelical Lutheran Church in America

Directions

1. Conditions of application for employment are stated at the end of this form. Please read those conditions carefully before you sign this application.
2. Each section of this application must be completed in full even if accompanied by a resume.
3. Required fields are marked in red.
4. Submitting a resume along with this application is strongly recommended.
5. Assistance with completing this form is available upon request.

Fillable PDF

This is a fillable PDF form. You will need either Adobe Acrobat or Adobe Reader to fill out and save this form. This application may be downloaded free at get.adobe.com/reader.

Attention Mac Users:

Please do not fill out this form using Apple Preview. Instead, use Adobe Acrobat or Adobe Reader. This application may be downloaded free at get.adobe.com/reader.

Do not fill out within a browser

If you are viewing this form within a web browser, please go back to the link and save the PDF file to your hard drive. To do this, right-click on the document and select either "Save Target As" or "Save Link As" and save. If you use this form from within a browser, some features such as saving your completed document, may be unavailable.

Filling in the form

These fields on this form can be filled in and saved for later editing. To complete a fillable form, position the hand tool (pointing finger tool) inside a form field and click. The I-beam pointer allows you to type text. The pointing finger tool (pointing finger tool) allows you to select a field, a check box, a radio button or an item from a drop-down list. Press Tab to accept the field change and move to the next field. Press Shift-Tab to move to the previous field. Be sure to Save the file before closing.



Evangelical Lutheran Church in America

God's work. Our hands.



Application for Global Service

1 Personal Information

Last Name		First Name		Middle Name	
Address One			Address Two		
City		State/Province		Zip/Postal Code	
Phone (home)		Phone (mobile)			
Phone (work)		Phone (school)			
E-mail					
Date of Birth		Place of Birth		Male	Female
Are you a U.S. citizen?		Yes	No	If no, do you have the legal right to retain employment in the U.S.?	
				Yes	No
Current Occupation					
Job-related Licenses or Certificates		State or Licensing Agency		Expiration Date	
Skills or Abilities (use key: P =Professional Training; E =Experienced; H =Hobby / Non-Technical Ability)					

2 Assignment

After reviewing the current mission service opportunities listing (www.elca.org/globalserve), please indicate positions or types of assignment in which you are interested.

What factors, commitment, or plans could affect your availability to serve, start date, period or length of service, or ability to complete your period of service?

Date Available for service

If you are *ages 19-29*, are you interested in the YAGM Program (Young Adults in Global Mission) Yes No

3 Placement Considerations

Financial considerations: Do you have particular financial considerations that might influence the type and length of assignment you could accept? Yes No (If Yes, please explain below)

Are you willing/able to be considered for self-funded volunteer positions? Yes No

Life situations: Service in international settings may present challenges related to health, environment, climate, and security among others. These issues may affect a person's ability to live and work in a particular setting. Check and describe any concerns you may have related to the following:

- Diet Environment Health Availability of Medical Care / Medications
- Family Situation Exercise Climate Security Other - specify below

4 Marital Status and Family

- Single, never married Separated — date of separation
- Engaged — date of wedding Previously married — date of dissolution
- Married — date of marriage Widowed

Full name of spouse or fiancé(e) Citizenship of spouse or fiancé(e)

If you are married, does your spouse plan to accompany you? Yes No

If married, and if your spouse plans to accompany you, your spouse needs to complete this same application form in full whether or not he/she seeks a mission assignment. Is this this being done? Yes No (If No, please explain below)

List dependent children who will accompany you

Full Name	Date of Birth	Citizenship
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If you have children who will accompany you, schooling opportunities will vary by location. Please check those schooling options to which you may be open: (check all that apply)

- Local schools (non-English) Local schools (English language) Boarding school Home school

Comments

5 Education and Training

Name of School and Location	Course or Major	Years Completed	Degree(s)
High School / GED			
College or University			
Graduate Study / Seminary			
Further Graduate Study			
Business / Trade / Technical			
Other / Continuing Education			

6 Language

What is your primary language?

Do you know any language(s) other than your primary language? Yes No
If yes, please indicate which language(s) and note your skill level below.

Language One

Language Two

Oral skills
(Listening/Speaking)

Written skills
(Reading and Writing)

Oral skills
(Listening/Speaking)

Written skills
(Reading and Writing)

Conversational

Basic

Conversational

Basic

Literate

Literate

Literate

Literate

Fluent

Fluent

Fluent

Fluent

Years studied

Years studied

Key

Conversational/Basic

Able to carry on a conversation with a limited vocabulary

Literate

Able to understand a newscast, or read a newspaper.

Fluent

Able to speak and write the language nearly as well as your primary language.

7

Employment History

Begin with current or most recent employer. Attach additional pages/resume as necessary.

1 — Position Title

Employer Name

Date employed: from / to

Address

Description of Responsibilities

Telephone Number

Reason for leaving (if applicable)

May we contact your current or most recent employer
at this time? Yes No

2 — Position Title

Employer Name

Date employed: from / to

Address

Description of Responsibilities

Telephone Number

Reason for leaving (if applicable)

3 — Position Title

Employer Name

Date employed: from / to

Address

Description of Responsibilities

Telephone Number

Reason for leaving (if applicable)

4 — Position Title

Employer Name

Date employed: from / to

Address

Description of Responsibilities

Telephone Number

Reason for leaving (if applicable)

8 Church Membership and Community Involvement

Service under the auspices of Evangelical Lutheran Church in America's churchwide organization is open to members of ELCA congregations or other Christian churches. Compatibility with the ELCA's understanding of mission is an expectation.

Name of your Congregation

Address one

Address Two

City

State / Province

ZIP/Postal Code

Name of Pastor

Phone

Denomination ELCA Other (Specify)

Synod (if ELCA)

If rostered, date of Ordination / Commissioning / Consecration

Describe your involvement in your congregation or church

Describe your community volunteer service

9 Narrative Section

1. Tell us a little bit about yourself.

You may choose to use these guidelines in your responses: Qualities you have, qualities you don't. What are you good at? Not so good at? Situations you are comfortable in, situations you should stay away from.

Name

Date

2. How would you articulate your Christian faith and how does this faith inform who you are?

3. What in your life and faith journey has led you to consider global mission service?

Name

Date

4. Describe any cross-cultural or significant transitional experiences you have had. What did you learn about yourself and how you respond to a new situation? What made the cross-cultural or transitional experience meaningful?

Name

Date

5. What skills, expertise, or experience do you have that would make you suited for the position for which are applying? If not for a particular position, describe any job-related skills you possess that may be used in an international context.

6. What other information or considerations to your application do you wish to communicate?

10 References

Provide four names of persons who are not immediate relatives. Include pastor, professor, employer or professional colleague who may be contacted directly for a reference.

1 - Pastor (If applicant is a pastor, list a pastoral colleague as a reference here. Then, complete box at right)

Telephone

E-mail

Address

2 - Name

Occupation

Telephone

E-mail

Address

Relationship to you

3 - Name

Occupation

Telephone

E-mail

Address

Relationship to you

4 - Name

Occupation

Telephone

E-mail

Address

Relationship to you

This section only for ELCA rostered persons or clergy / lay professionals in other church bodies

Your bishop or judicatory official will be contacted for a reference.

Check here if you have notified your bishop / judicatory official of your application for global service.

Name of Bishop / Judicatory official

Synod / Judicatory

Address

E-mail

Phone

ELCA rostered persons: If you are interviewed, your mobility papers will be needed. Please do not send these until requested.

Alternative Contact

Person, not living with you, who can always reach you:

Name

Address

Phone

E-mail

Relationship to you

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Please Read Carefully and Check as Appropriate

1. Misconduct Policy Certification:

[a] Has any civil, criminal, or ecclesiastical complaint ever been sustained or brought against you for misconduct?

Yes No (If Yes, please attach statement)

[b] Have you ever resigned or been terminated from a position for reasons related to sexual or other misconduct?

Yes No (If Yes, please attach statement)

2. Prior or Pending Offenses:

[a] Have you ever been convicted, or pleaded guilty to or pleaded "no contest" to any crime, other than minor traffic violations?

Yes No (If Yes, please attach statement)

[b] Are any charges (for any offense, including traffic violations), civil suits, or judgments outstanding against you?

Yes No (If Yes, please attach statement)

3. Have you ever been terminated from a job?

Yes No (If Yes, please attach statement)

4. In compliance with Federal laws, all offers of employment are subject to verification of each applicant's identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization.

5. The ELCA churchwide organization has my permission to investigate, at its discretion, my employment history, personal references, and any other information contained in my application.

6. I understand that nothing contained in this form, or in the granting of an interview, is intended to create a contract between the ELCA churchwide organization and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such guarantee is binding upon the ELCA churchwide organization unless made in writing.

7. All information in my application and in my interview, if any, is complete and accurate, to the best of my knowledge.

8. Misrepresentation of facts in my application will disqualify me from further consideration or, if I serve with the ELCA churchwide organization, may be sufficient cause for dismissal.

9. Any position offered to me is contingent upon the satisfactory completion of reference checks and any other checks, testing or examination that may be requested by the ELCA churchwide organization.

10. Candidates who serve with the ELCA churchwide organization will be expected to understand, respect, and support the mission of the Evangelical Lutheran Church in America.

By my signature below, I fully agree that my responses in 1 through 3 are true and accurate, and I understand and accept the statements and conditions listed in 4 through 9.

Applicant's Signature

Date

Use the checklist below to ensure your Application for Global Service is complete

Spouse provides a separate Application for Global Service (if applicable)

Reference information is printed neatly and clearly

Ensure your name is at the top of every page

Include a resume (can be attached to the e-mail if submitted electronically)

Returning this Application

(If you submit this application form electronically, you will be required to sign this at a later date.)

Save the completed form. Select the button below to send the application.

or

Print this form, sign it and mail it to:

Human Resources — Global Service

8765 W. Higgins Rd

Chicago, IL 60631-4101

 submit this form