

TRAINING or EXPERIENCE: Indicate with a check and describe training/experience

<input type="checkbox"/> Accounting	
<input type="checkbox"/> Secretarial	
<input type="checkbox"/> Switchboard	
<input type="checkbox"/> Personal Computer (indicate familiarity with word processing, spreadsheet, and e-mail software)	
<input type="checkbox"/> Data Entry	Speed: _____ words per minute
<input type="checkbox"/> Computer Programming (indicate languages & type of system)	
<input type="checkbox"/> Graphic Arts	
<input type="checkbox"/> Editorial	
<input type="checkbox"/> Direct Mail	
<input type="checkbox"/> Sales (type): <input type="checkbox"/> telemarketing <input type="checkbox"/> inside/retail <input type="checkbox"/> outside	
<input type="checkbox"/> Customer Service	
<input type="checkbox"/> Other	

REFERENCES: At least one should be previous employer or business person

1. Pastor's Name (if applicable)	Address
Phone ()	Relationship to you
2. Name	Address
Phone ()	Relationship to you
3. Name	Address
Phone ()	Relationship to you
4. Name	Address
Phone ()	Relationship to you

EXPERIENCES: Use an additional sheet, if necessary

Do you attend church regularly? _____ If so, what denomination? _____
Pioneer Clubs (Pioneer Girls®) experience [# of years] _____ Member _____ Leader _____ Coordinator _____ Pal _____ Camp Cherith® _____
Knowledge of Pioneer Clubs _____
Experience working with children (church, community, etc.) _____
Additional church/community experience _____

FURTHER INFORMATION: Briefly comment on the following. Use an additional sheet, if necessary.

Your Christian experience:

Your career goals:

Your motivation for joining Pioneer Clubs staff:

The strengths you would bring to the ministry of Pioneer Clubs:

The educational and/or employment experiences that have prepared you for this position:

Have you been convicted of a crime? yes no If yes, describe in full.

MEDICAL

Would you be able to perform the job with reasonable accommodations? If yes, describe the accommodations.

Turn to next page

MISSION STATEMENT

Pioneer Clubs' mission is to serve God by assisting churches and other ministries in helping children and youth make Christ Lord in every aspect of life.

SPIRITUAL STANDARD

All members of the board of directors and all staff shall be those who are committed to Christ and his service and seek to manifest the kind of life expressed in Romans 12:10-12.

Be devoted to one another with mutual affection. Honor one another above yourselves. Never be lacking in zeal, but keep your spiritual fervor, serving the Lord. Be joyful in hope, patient in affliction, faithful in prayer.

STATEMENT OF FAITH

- A. We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit (John 12:16-17, Matthew 28:19).
- B. We believe that Jesus Christ was begotten by the Holy Spirit; born of the Virgin Mary, and is true God and true Man (Matthew 1:18-23).
- C. We believe in the Scriptures of Old and New Testaments as verbally inspired by God and inerrant in the original writings, and they are of supreme and final authority in faith and life (2 Peter 1:20-21, 2 Timothy 3:16-17).
- D. We believe that we were created in the image of God; that we sinned, and thereby incurred, not only physical death, but also that spiritual death which is separation from God; and that all human beings are born in sin and that this sinful nature is the origin of all sinful acts in thought, word and deed (Genesis 1:26, Romans 5:12, Isaiah 59:2, Romans 6:23).
- E. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in him are justified on the ground of his shed blood (Romans 5:8-9).
- F. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God (John 1:12, Romans 8:9).
- G. We believe in the bodily resurrection of Christ and his ascension to Heaven, and in his present work as High Priest and advocate (1 Corinthians 15:3-4, Hebrews 4:14-16).
- H. We believe in the personal return of Jesus Christ (Acts 1:11, 1 Thessalonians 4:16-17).
- I. We believe in the bodily resurrection of the just to everlasting blessedness, and the unjust to everlasting punishment (Acts 24:15, Revelation 20:15, Romans 6:23).

I have read and can support the Mission Statement, Spiritual Standard, and Statement of Faith.

Date

Signature

Name _____

PIONEER CLUBS PUBLICATIONS

The following questions relate to those applying for an editorial position. Use an additional sheet, if necessary. Please enclose samples of your writing.

Of the writing and editing courses you have taken, which were most formative in developing your writing and editing skills?

What educational experiences prepared you to write and edit curriculum?

The following are skills which are necessary for good job performance in the Publications area. Explain your answer.

Are you attentive to detail?

Comment on your spelling skills.

What is your level of grammatical understanding?

How well do you work with others as a member of a team?

How well do your work alone?

How well do you work with schedules and deadlines?

**Please send this supplementary page along with your application to:
Human Resources, Pioneer Clubs, PO Box 788, Wheaton, IL 60189-0788**

Name _____

PIONEER CLUBS MINISTRY CONSULTANT

The following questions relate to those applying for a position as a ministry consultant. State your opinion and thoughts about the following and indicate any experience you have in doing these things.

Selling the program to interested churches/schools.

Telephone contacting

- Inquirers' follow-up calls:

- Cold calls:

Being accountable for specific sales goals (churches/sales) on a weekly/monthly basis.

How do you feel about working in a team situation?

Describe a good work environment for you.

Presenting Pioneer Clubs' financial needs to churches.

Practicing good customer service.

How do you feel about working on a computer? Summarize any computer experience.

Working an irregular schedule which can include evenings and weekends.

Participating in a local church as a Pioneer Clubs leader.

If applying to be our Hispanic Ministry Consultant, please answer the following questions.

If English is your first language, how many years of Spanish have you taken?

Describe your experience in speaking, reading, and writing Spanish.

If Spanish is your first language, how many years of English have you taken?

Describe your experience in speaking, reading, and writing English.

Sales philosophy.

How are you motivated?

Presenting Pioneer Clubs in person.

How would you react to being coached on speaking skills and professional dress as related to face-to-face presentations?

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PIONEER CLUBS MARKETING

The following questions relate to those applying for a position in Marketing. State your opinion and thoughts about the following and indicate any experience you have in doing these things. Use another sheet if needed.

Interest in children's ministry.

Professional and on-the-job marketing or sales experience.

Pioneer Clubs program and product knowledge.

Understanding of evangelical church market.

Denominational understanding and expertise.

Willingness to invite and encourage contribution support from churches, individuals.

Public relations experience.

Ability to work without direct supervision.

Marketing philosophy.

Problem-solving ability.

Direct marketing experience.

Electronic marketing knowledge/experience.

Research and analytical skills.

Travel availability, both local on a day-to-day basis and overnight/weekends:

Rate your skill ability in the following areas:

	Low					High	Comments
	1	2	3	4	5		
Computer	1	2	3	4	5		
Oral presentation	1	2	3	4	5		
Time management	1	2	3	4	5		
Problem solving	1	2	3	4	5		
Oral communication	1	2	3	4	5		
Written communication	1	2	3	4	5		
Delegation	1	2	3	4	5		

Additional comments that would assist Pioneer Clubs as we consider your application.

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Name _____

PIONEER CLUBS Executive Administrative Assistant

The following questions relate to those applying for a position as an Executive Administrative Assistant. State your opinion and thoughts about the following and indicate any experience you have in doing these things. Use an additional sheet if necessary.

Interest in children's ministry:

Organizational ability:

Ability to work without direct supervision:

Scheduling travel and appointments:

Managing budget expenditures:

Budget preparation and expense monitoring:

Report preparation:

Editing and proofreading:

Public relations experience:

Telephone manner:

Availability to periodically work weekends and evenings:

Supervision experience:

Volunteer experience:

Rate your ability as related to the following skills:

	Low					High	Comments:
	1	2	3	4	5		
Computer	1	2	3	4	5		
Time management	1	2	3	4	5		
Problem solving	1	2	3	4	5		
Oral communication	1	2	3	4	5		
Analytical skill	1	2	3	4	5		
Written communication	1	2	3	4	5		

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PIONEER CLUBS DEVELOPMENT ASSOCIATE

Please comment on the following topics. Use an additional sheet if necessary.

Interest in children's ministry:

Formal fundraising and donor relation experience:

Experience with writing direct mail pieces:

Have you ever written a newsletter or Annual report? If so for whom?

Experience with grant research and proposal writing

Organizational ability:

Ability to work without direct supervision:

Ability to manage projects:

Computer Competencies:

Telephone manner:

Availability to occasionally work weekends and evenings:

Rate your ability as related to the following skills:

	Low					High	Comments:
	1	2	3	4	5		
Written communication	1	2	3	4	5		
Telephone solicitation	1	2	3	4	5		
Time management	1	2	3	4	5		
Problem solving	1	2	3	4	5		
Oral communication	1	2	3	4	5		
Analytical skill	1	2	3	4	5		
Computer	1	2	3	4	5		

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