

# REFORMATION CHRISTIAN MINISTRIES (RCM)

(Legal name: Reformation Christian Ministries Church, Inc. and hereafter referred to as RCM)

## Employment Application

Please complete this Employment Application thoroughly if you are interested in working in any capacity with Reformation Christian Ministries. Please read the "applicant's statement" on the last page of this application BEFORE answering any of the questions. (A husband and wife team will need to complete two applications when the wife is personally involved in work with RCM in any way.) Please print or type clearly. OR, you may fill this out electronically typing the answers in place, but please put your answers in bold print so that it is easy to distinguish them from the application. Please use extra paper where necessary if filling them out by hand. All information will remain confidential.

### PERSONAL INFORMATION

Title & Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ SS#: \_\_\_\_\_

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

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

Spouse Title & Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

If either you or your spouse have ever used another name in the past ten years, please list it here:

\_\_\_\_\_

Have you or your spouse ever been married or divorced before? \_\_\_\_\_ (If so, please provide details.)

Names of Children and dates of birth (place an "X" next to those not living with you):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?  YES  NO. (If no, please explain on separate paper.)

For what position are you applying? \_\_\_\_\_  Full time  Part time?

By what date will you be available? \_\_\_\_\_ What are your salary needs? \_\_\_\_\_

**Church Background:** Please provide the following information concerning your church attendance over the past five years.

Current Church Member	Dates attended	Frequency	Address	Phone number
Y N				Pastor's name:
Y N				Phone number Pastor's name:
Y N				Phone number Pastor's name:

Home/Sending Church/Presbytery/Classis: \_\_\_\_\_

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

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

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Are you a United States citizen or alien legally authorized to work in the United States?  **YES**  **NO**  
 Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration for employment.  **YES**  **NO** (if no, explain fully on separate sheet of paper)

List each county and state of residence for the last five years.

Name of County and physical addresses within that county	State/Prov	Date (year or years)

**EMPLOYMENT HISTORY**

List your last three employers beginning with your current or most recent employer:

Current or Last Employer:			Address, City, State, Zip		
Position:			Supervisor or Contact Person for Reference:		Phone number & area code
Beginning Date: (mo/yr)	Ending Date: (mo/yr)	Starting salary:	Ending Salary:	Reason for leaving:	
Please thoroughly describe your duties:					

Previous Employer:			Address, City, State, Zip		
Position:			Supervisor or Contact Person for Reference:		Phone number & area code
Beginning Date: (mo/yr)	Ending Date: (mo/yr)	Starting salary:	Ending Salary:	Reason for leaving:	
Please thoroughly describe your duties:					

Previous Employer:			Address, City, State, Zip		
Position:			Supervisor or Contact Person for Reference:		Phone number & area code
Beginning Date: (mo/yr)	Ending Date: (mo/yr)	Starting salary:	Ending Salary:	Reason for leaving:	
Please thoroughly describe your duties:					

If your employment covers less than five years with these three employers, please provide the additional number of employers to make up at least five (ten is better) years on a separate paper.

**EDUCATION**

Circle the highest grade completed: 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

School	City/State	Dates attended (mo/yr) From: To:	Graduate?	Degree/Major
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

**TRAINING AND EXPERIENCE**

List any additional training or experience you have had that qualifies you for the position you are seeking, including any professional license, certification or other professional qualifications:

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**PERSONAL REFERENCES**

List below two personal references who are well acquainted with you. Do not list relatives.

Name		
Address		
City		
State		
Zip		
Telephone		
Email		

**CHRISTIAN EXPERIENCE AND CALLING**

(Answer all applicable questions.)

- Briefly describe your Christian experience and conversion:
  
- When, where and by what church were you baptized? Was it done by water in the name of the Father and of the Son and of the Holy Spirit (Ghost)? If not, explain.

3. Briefly describe your daily walk with the Lord, your devotional habits and discipline:
  
4. Have you ever been under church discipline? \_\_\_\_\_ **If so**, please explain and provide evidence that you are no longer under such discipline.
  
5. Have you ever sought or held office in a church? \_\_\_\_\_ **If so**, please name the offices and dates held in which churches.
  
6. Are you ordained? \_\_\_\_\_ **If so**, when, where, by what ecclesiastical body and is it still current? **If not**, do you intend to seek ordination, if so explain.
  
7. Under what ecclesiastical body's oversight does your church membership abide (if minister, explain further about your ministerial oversight).

**C. MINISTRY:**

1. Have you viewed our website ([www.reformation.ws](http://www.reformation.ws) / [www.reformation.edu](http://www.reformation.edu)) and familiarized yourself with what Reformation Christian Ministries does?
  
2. Explain the reasons why you would be interested in working for a non-profit organization such as Reformation Christian Ministries:
  
3. Are you able to work at home? Are you able to work out of our office?:



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- c. How many words per minute can you type? If you don't know, are you slow, medium or fast at typing? Can you type without looking at the keyboard?
  - d. Explain any computer programming experience you have, if any, and what languages you know.
  - e. Explain your competency in peer to peer computer network systems in MS Windows.
  - f. In what areas do you consider yourself capable of doing computer trouble-shooting in an office environment.
- 2. Explain your management and supervisory experiences:
  - 3. What kind of relationship do you want to have with your employer/supervisor/director?
  - 4. Are you a self-starter or do you prefer to be supervised closely?
  - 5. How comfortable are you with wearing many hats in a small office environment over against having your own particular niche in a large office environment.

**E. SPIRITUAL UNDERSTANDING:** (If you do not know, please don't guess.) This is helpful information for us, but not necessarily imperative for the clerical, administrative and secretarial functions.

- 1. In your own words, explain the Gospel.
- 2. What makes a gospel false?

3. How often have you read the Bible through? How often do you read it now?
  
4. What version of the Bible do you read?
5. What is a Christian?
  
6. How important is Christ to you and why?
  
7. Do you know if you have been born again and if so upon what do you base your knowledge?
  
8. Have you read and are you familiar with the Westminster Standards (Confession of Faith, Larger and Shorter Catechisms)? \_\_\_\_\_ (*Free download from <http://www.tulip.org/refcon/>*)  
**If so**, are you in full and hearty agreement with the teaching contained in them?  
\_\_\_\_\_ Comment:
  
9. Have you read and are you familiar with the Three Forms of Unity (Belgic Confession, Heidelberg Catechism, Canons of Dordt)? \_\_\_\_\_ (*Free from <http://www.tulip.org/refcon/>*)  
**If so**, are you in full and hearty agreement with the teaching contained in them?  
\_\_\_\_\_ Comment:
  
10. What does the reformed faith mean to you personally, i.e., how does it affect your life, your worship, your relationship to God, your family, your neighbor, the unsaved? Comment:
  
11. Of what use would your familiarity with these Confessions be in the work that you would be doing as you understand it? Please explain.

12. In your work with RCM, how free would you feel in discussing your faith with others? Please explain.
  
13. Please describe your understanding, opinion and experience with each of the following, and what is the present use of (or opposition to) them to your knowledge (use additional paper if necessary):
  - a. Arminianism.
  - b. Paedo-baptism.
  - c. Covenant theology.
  - d. The charismatic gifts & movement (incl. their validity today).
  - e. The Baptism of the Holy Spirit.
  - f. Dispensationalism.
  - g. The Kingdom of God.
  - h. The logical sequence of salvation (in what sequence do the following take place logically: faith, regeneration/new birth, making a decision for Christ, election, calling)
  - i. Liberation theology (comment on "God's opting for the poor.")
  - j. The Ten Commandments. (Do they have any place in the preaching of the Gospel and if so, what?)
  - k. The Lordship Controversy/Carnal Christian position.
  - l. Perfectionism.
  - n. Women in performing ministerial functions, teaching adult men or holding office in the church.
  - o. Homosexual/Lesbian rights.
  - p. Abortion
  - q. Socialism

- r. The God-ordained role of civil government:
    - 1) In general:
    - 2) In church affairs:
    - 3) In the economy:
    - 4) In education:
  - s. The necessity of membership in a local church
  
  - t. The Great Commission:
    - 1) The Evangelical Mandate
    - 2) The Cultural Mandate
  - u. Creation (include "evolution"):
  - v. Reconstruction/theonomy:
  - x. Paedocommunion:
  - z. Auburn Avenue Theology/New Perspectives on Paul/Federal Vision Theology.
4. With what medical, other insurance or retirement programs are you presently affiliated?

**F. ADDITIONAL UNDERSTANDINGS:**

- 1. It is understood that RCM at the present time, is not able to provide any benefits package. Can you accept a situation that does not provide these at this time?
- 2. In taking on any responsibilities with RCM, do you agree that all information (transmitted orally, in writing, electronically or by any other means including, but not limited to persons, donors, mailing lists, plans, unpublished materials, etc) are to be held in the strictest of confidence and that upon employment a signed confidentiality agreement will be required).
- 3. Do you also agree that as this is a Christian organization which seeks to operate upon biblical principles and ethics, that you will seek to settle strictly between the management and yourself any disagreements. Should that fail, you will have the right of appeal to the Board of RCM and lastly to the sessions (local church government) of the two overseeing churches of RCM (King's Reformed Presbyterian Church of Palm Bay, Florida and Sharon Orthodox Presbyterian Church of Hialeah, Florida). Do you also agree that at no time will you bring any matters of a judicial nature before any civil magistrate (1 Corinthians 6) and that by so signing below, should you be offered employment and accept it, that you do so with a full understanding and agreement to these conditions?
- 3. In consideration of the receipt and evaluation of this application by Reformation Christian Ministries, I agree and represent that: a) The information contained in this application is correct to the best of my knowledge. I understand and agree that providing false or misleading information on this application is grounds for my immediate dismissal, if I am hired; b) I also

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authorize any references, schools, current or former employers, current or former supervisors, churches or denominational agencies, or any other person or organization whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for employment. I hereby release any individual, employer, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that I HAVE READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. A facsimile or photocopy of this authorization shall be as valid as the original.

I (cross out one) **waive / do not waive** any right that I may have to inspect any information provided about me by any person or organization described above. Should my application be accepted, I agree to be bound by the bylaws and policies of RCM as set forth in its constitution and by-laws and interpreted by its overseeing churches and to refrain from any conduct in violation of RCM's teachings.

I understand and agree that nothing contained in this application for employment or in any pre-employment interview is intended to or shall create a contract between myself and RCM for either employment or the providing of any benefit. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

Furthermore, I certify that should any of the information on this application change, I will be responsible to bring this to the attention of RCM as soon as such changes take place and that such changes might affect my status with RCM.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

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Signature of applicant (unsigned applications will not be considered)

Date

Please provide us with a list of references of persons who know you and your ministry. Send us their name, address and phone numbers, along with information on your relationship with them and how long they have known you.

Complete and send to:

Director  
Reformation Christian Ministries  
13950 – 122<sup>nd</sup> St.  
Fellsmere, FL 32948-6411

[gwd@reformation.edu](mailto:gwd@reformation.edu)

If you have any questions or need further clarification, please contact RCM at 772-571-8030 phone or 772-571-8010 fax.