



# MISSION SERVE COORDINATOR APPLICATION

FOR PROJECT YEAR \_\_\_\_\_

## POSITION:

Project Coordinator     Construction Coordinator     Local Contact     Ministry Coordinator

## GENERAL INFORMATION:

Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Driver's License Number & State \_\_\_\_\_

Mailing Address \_\_\_\_\_ Birth date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Current Phone (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

ATTACH PHOTO  
(OPTIONAL)

## EDUCATIONAL BACKGROUND:

College/University \_\_\_\_\_ Major \_\_\_\_\_

Graduation Date \_\_\_\_\_ Other Degrees or Qualifications \_\_\_\_\_

Seminary/Post-Graduate \_\_\_\_\_ Graduation Date \_\_\_\_\_

**MISSION PROJECT COORDINATION EXPERIENCE:**

How many "mission trip" type projects have you attended as a participant?

\_\_\_\_\_

Please list any projects you attended within the last year.

\_\_\_\_\_

Please list any projects that you helped coordinate or served in a leadership role.

\_\_\_\_\_

**WORK EXPERIENCE:** (most recent first)

Company Name	Supervisor	Responsibilities	How Long Employed	Telephone

**REFERENCES:**

List two people, other than employers/supervisors you listed previously, who have known you for at least one year.

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_

Have you ever been convicted of a violation of the law other than a minor traffic violation?

Yes       No      If yes, please explain:

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?     Yes       No      If yes, please explain:

Do you have any physical or mental health problems or impairments that could limit you from satisfactorily performing the coordinator role for which you are applying?     Yes       No

If yes, please explain:

**Note:** A "yes" answer to any of the above does not automatically disqualify you from consideration since further information will be considered.

**SPIRITUAL BACKGROUND:**

Briefly tell about your salvation experience. (Use another sheet, if necessary.)

Name of current Church \_\_\_\_\_

Name of Pastor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

How long have you been a member of this church? \_\_\_\_\_

Previous church affiliation Name \_\_\_\_\_ City \_\_\_\_\_

What is your involvement in church at this time?

**LEADERSHIP EXPERIENCE:**

Briefly describe what experience and/or gifts you have that would qualify you to coordinate a project. (Use another sheet, if necessary.)

**AVAILABILITY:**

What type of projects do you feel you are best suited to lead?

**MISSION SERVE**

**SERVE 365/COMMUNITY**

- All Youth
- Sr. High
- Collegiate
- Senior Adult

- All Youth
- Sr. High
- Collegiate
- Senior Adult

Can you attend a Coordinators Training Retreat (as scheduled) in its entirety?

- Yes     No    If no, why not? \_\_\_\_\_

Do you understand and accept that coordinator responsibilities extend beyond the dates of the project to include preparation work prior to and evaluation after the project?

- Yes     No

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THE APPLICATION**

By my signature placed below, I affirm that the information provided in this application is true and complete. I understand that if I am enlisted or contracted for my services, any false information or omissions shall be considered sufficient cause for termination of the contract and removal from the position without any obligation or liability to me other than payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify the Mission Serve if there are any major changes in my life or lifestyle while this application is pending or during the period specified by the contract, if selected. I also understand that by signing this application I am authorizing Mission Serve to conduct a background check.

I authorize the investigation of all statements contained in this application. I also authorize the Mission Serve to contact my present and past employer (unless otherwise noted), pastor, listed references, and other references who might know of my qualifications of leadership in this role, and I release such persons from any legal liability in making a recommendation.

I expressly authorize the Mission Serve to make such investigations as it deems necessary in its sole discretion regarding any criminal charges which may have been brought against me, any charges which may have been brought against me for child abuse or attempted sexual molestation of a minor, and any information concerning my personal lifestyle, and I hereby release any person or agency furnishing such information from any and all liability.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Mail completed application to:**

Mission Serve  
370 Winkler Drive, Suite B  
Alpharetta, GA 30004

<p>FOR OFFICE USE ONLY:</p> <p>1. Date received: _____</p> <p>2. Applicant acknowledgement: _____</p> <p>3. Reference letters: _____</p> <p>4. Status notification: _____</p>
---