



CHRISTIAN ADOPTION SERVICES
EST. 1985

2360 7TH Avenue East #1 | PO Box 850 | West Fargo, ND 58078
Phone 701-237-4473 | 800-747-2304

Please Print

APPLICATION FOR EMPLOYMENT

Please answer all the questions completely. It is the policy of Christian Adoption Services to provide equal opportunity in employment to all applicants. Qualified applicants receive consideration on the basis of qualifications for the position, without regard to race, color, sex, national origin, marital status, veteran status, or disability. As a religious organization, this ministry is permitted and reserves the right to prefer employees on the basis of religion (Title VII, Sections 702 and 703, Civil Rights Acts of 1964). Employment at CAS is of an “at will” nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause.

Christian Adoption Services, Inc. is a Non-profit 501(c) 3 corporation. CAS feels that its employees are representatives of a Christian ministry in both work and private life. CAS desires that each employee strive toward living a life that is exemplary of a personal relationship with Christ and believes in the Statement of Faith.

Applicant must hold principles, which coincide with this organization’s Statement of Faith.

Incomplete and unsigned applications cannot be considered. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

_____ Date

PERSONAL

Name _____
Last First Middle

Address _____
Street City State Zip

Home Phone () Work Phone () Email address _____

Are you legally eligible for employment in the United States? YES NO

STATEMENT OF FAITH

We believe the Bible to be the only infallible, authoritative Word of God.
We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.
We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.

We believe that, for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost into the resurrection of damnation. **We believe** in the spiritual unity of believers in our Lord Jesus Christ.

Employee Standards

The Scripture is clear that there are certain precepts and principles that are considered absolutes in moral and ethical behavior. In other areas in which there are differences of opinion, the Bible provides guidelines for behavior. It is the desire of CAS that each of its employees be governed by Biblical precepts both at and away from the workplace, and manifests the life of Christ in conduct and attitudes. Practices such as stealing, drunkenness, drug use, gossiping, dishonesty, gambling, occult involvement, pro-abortion views, and/or participation in an abortion, murder, premarital sex, adultery, and homosexual behavior are not in line with the philosophy of this ministry. (See Galatians 5:19-21).

In contrast, we believe the life of the believer is to exemplify the fruit of the Spirit to those we serve. They should demonstrate love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self control. (See Galatians 5:22).

CAS believes church membership and participation is essential to one’s growth as a believer in the Lord Jesus Christ.

CAS also desires that employees be active members in good standing with a church that teaches the Lordship of Jesus Christ and teaches the inerrant Word of God. “And let us consider how to stimulate one another, and all the more, as you see the day drawing near.” (Hebrews 10:24-25).

CAS believes that achieving excellence in work is the reasonable service of a Christian in the workplace. It is by scriptural admonition and principle that we accomplish our work to the best of our abilities. Some of the scriptural applications to performance standards in the ministry are the following. Serving the Lord through our work (Colossians 3:23). Recognizing the source of our strength (1 Peter 4:11). Slothfulness is reproved (Proverbs 12:24,27). Discipline is profitable (Proverbs 12:1). Excellence is commendable (Proverbs 22:29).

The spirit of the ministry performance standards are found in these as well as other scriptural examples and will be employed in performance evaluations. Performance standards also apply to the qualifications and skills of the employee as they relate specifically to job requirements.

As one can determine from the foregoing, performance standards are based on scriptural instruction, personal attitude, and reasonable expectations in job skills and abilities.

Certain rules and guidelines are necessary for the proper functioning of a community that may not apply to individuals. Since we are committed to honor Christ and to love one another, employees of CAS freely assume certain regulations governing personal behavior. In addition to those stated above, others are stated in the Employee Policy Manual.

Ministry Interests/Spiritual Background

Because of the unique nature of our ministry, we are concerned that our staff be committed to our Christian perspective. All of our employees are involved in times of prayer and ministry-wide devotions. Please take a moment to answer the following questions, which will help us evaluate our compatibility. Thank you for sharing your thoughts with us.

1. Are you currently attending church? YES NO How long? _____
2. Church Name _____ Denomination _____
 Address _____ City _____
 State _____ Zip _____ Phone _____ Pastor/Priest Name _____
3. Describe your involvement in church and other Christian service past and present: _____

Biographical Information

1. Have you accepted Jesus Christ as your Savior and Lord? YES NO When? _____

2. Please give a brief testimony, including the circumstances of your conversion: _____

3. Would you feel comfortable praying with clients? _____

4. Describe your personality _____

5. What personal strengths would you bring to this job? _____

6. What do you see as your weaknesses? _____

Our mission as an agency is to walk birth parents through their options in a loving, non-judgmental way and place children in two-parent homes where they will be nurtured in the love of Christ. As a ministry, it is important our staff aligns with our philosophy in thought and in practice. With that in mind, please honestly share your perspective on the following:

7. Do you consider yourself pro-life or pro-choice? Explain. _____

8. What do you think the Bible says about abortion? _____

9. What do you think the Bible says about Co-habitation/Pre-marital sex? _____

10. What do you think the Bible says about homosexuality? _____

11. Have you been convicted of a crime in the last 10 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? YES NO If yes, please explain: _____

Additional Information

POSITION APPLYING FOR: _____

1. Are you familiar with Christian Adoption Services and its ministry? YES NO

How did you hear of us? _____

2. Have you ever filed an application with us before? YES NO When? _____

3. Have you ever been employed with us before? YES NO Dates _____

4. Type of employment desired: FULL-TIME PART-TIME Other: _____

5. On what date would you be available to begin work? _____

6. Are you currently employed? YES NO May we contact you at work? YES NO

7. Give 2 attributes your friends would say you possess. _____

8. Describe your plans and goals for the immediate and distant future. How does working for CAS relate to those goals:

9. Please use the space below to share anything else which you feel would be helpful; i.e., your personal goals as a Christian, doctrinal beliefs, involvement, etc.

EMPLOYMENT

Employer	Type of Business	Telephone
Address (City, State, Zip Code)		Employed (state month and year From To
Immediate Supervisor and Title		Weekly pay Start Last
State job title and describe your work		Reason for leaving
May we contact for reference? Yes No If no, state reason		

Employer	Type of Business	Telephone
Address (City, State, Zip Code)		Employed (state month and year From To
Immediate Supervisor and Title		Weekly pay Start Last
State job title and describe your work		Reason for leaving
May we contact for reference? Yes No If no, state reason		

Employer	Type of Business	Telephone
Address (City, State, Zip Code)		Employed (state month and year From To
Immediate Supervisor and Title		Weekly pay Start Last
State job title and describe your work		Reason for leaving
May we contact for reference? Yes No If no, state reason		

Employer	Type of Business	Telephone
Address (City, State, Zip Code)		Employed (state month and year From To
Immediate Supervisor and Title		Weekly pay Start Last
State job title and describe your work		Reason for leaving
May we contact for reference? Yes No If no, state reason		

EDUCATIONAL BACKGROUND

School Name and Location	Years Completed	Did you graduate?	Course of Study/Major	Degree/Diploma
High School(s)				
Business/Trade/Technical				
College/ University				
Graduate School				

MILITARY

Have you ever served in the U.S. Armed Forces?	Rank at discharge
Branch of service	Type of discharge
Dates of duty: from _____ to _____ month/year month/year	Are you in the active military reserves? If so, are you subject to be called up?

SKILLS

(Summarize job-related skills and qualifications, i.e., languages, typing etc.)

Do you read, write or speak any languages, other than English, fluently? Yes No Please specify _____

Please check all skills that apply to you:

<input type="checkbox"/> Accounting	<input type="checkbox"/> Administration	<input type="checkbox"/> Customer Service	<input type="checkbox"/> Database	<input type="checkbox"/> Financial Management
<input type="checkbox"/> Fund raising	<input type="checkbox"/> Graphic computer arts	<input type="checkbox"/> Marketing	<input type="checkbox"/> Organization	<input type="checkbox"/> Phone Skills
<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Supervision/Management	<input type="checkbox"/> Teaching/Training	<input type="checkbox"/> Time Management	<input type="checkbox"/> Transcription
<input type="checkbox"/> Typing	<input type="checkbox"/> Work Alone	<input type="checkbox"/> Self Starter	<input type="checkbox"/> Word processing	<input type="checkbox"/> Writing/grammar
<input type="checkbox"/> List other skills:				

Computer Skills

Please check the software applications listed below and level experience that apply to you:

Microsoft Windows	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Word 2010	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Excel 2010	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Access 2010	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Power Point	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Microsoft Publisher	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Other:	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?
Other:	<input type="checkbox"/> Entry level	<input type="checkbox"/> Intermediate level	<input type="checkbox"/> Advanced level	How long?

MEMBERSHIP IN CIVIC ORGANIZATIONS*

List professional, trade, business, church, or civic activities and offices held.

*Completion of this question is not mandatory and will not be used to discriminate against the applicant on the basis of any protected class with the exception of organizations conflicting with CAS's religious nature.

ADDITIONAL INFORMATION

State any additional information you feel would be helpful to us in considering your application.

PERSONAL REFERENCES

(Persons who have known you during the past five years, other than relatives and former employers)

Name	Telephone	Email address	Years known

NAMES OF RELATIVES & FRIENDS WORKING AT CAS

EMERGENCY INFORMATION

In case of emergency contact:	Relationship
Address	Home phone
	Work phone

APPLICANT'S STATEMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The information provided in this Application for Employment is true, correct, and complete to the best of my knowledge. If employed, any misstatement or omission of the fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future and that I have the right to terminate my employment at any time, with or without notice, and the company has the same right.

This application will remain active for twelve (12) months. If you wish to be considered for employment after that time, you must reapply.

If applicable to a position, I authorize CAS to investigate my driving record, my criminal record, and my credit history, and I understand that an investigative consumer report may be prepared, whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted. This inquiry would include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request with a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I further understand that previous employers, to whom I have given my permission, may be contacted by CAS, and I authorize those employers to disclose all records and other information pertinent to my employment with them.

By signing this Statement, I indicate that I understand and accept the standards and guidelines established by this ministry. Implicit in accepting an offer of employment is agreement to abide by these standards.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

Signature of applicant

Date