

Global Ministries
Mission Personnel Office
P.O. Box 1986, Indianapolis, IN 46206
317-713-2567

PERSONAL INFORMATION REQUEST

Basic Data

Last Name	First	Middle Initial	Social Security #
Address			Home Phone
City	State	Zip	Work Phone
			Cell Phone
E-mail	Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have the legal right to retain employment in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of Birth:		Place of Birth:	
What is your primary language?		What other languages do you speak? Levels: T = Tourist; C = Conversational; NF = Near fluent; F = Fluent?	
Name and address of a person who can always reach you:			
Name _____			
Address _____			
City/State/Zip _____			
Phone () _____			

Availability and Program

Desired length of service (✓✓-double check first preference; ✓-single check all other possibilities)

more than 4 years
 2 years
 3-6 months
 summer service only
 2-4 years
 6-12 months
 less than 3 months

Date available for service:	Keep application open until this date:
What issues/factors could affect: a) your availability: b) your ability to complete the intended period of service?	Program preference (refer to descriptions in cover letter) ✓✓ - double check first preference: ✓ - single check all other possibilities: <input type="checkbox"/> <input type="checkbox"/> - Fully Supported Missionary Service <input type="checkbox"/> <input type="checkbox"/> - Global Mission Intern <input type="checkbox"/> <input type="checkbox"/> - Long-term Volunteer (1 year or more) <input type="checkbox"/> <input type="checkbox"/> - Short-term Volunteer (less than 1 year) <input type="checkbox"/> <input type="checkbox"/> - Overseas Associate

Assignment - Check appropriate boxes

<input type="checkbox"/> Open to discuss a variety of position/program options <input type="checkbox"/> Particular interest in the following positions/programs:	<input type="checkbox"/> Open to serving in a variety of geographical settings <input type="checkbox"/> Particular interest in the following geographic regions:
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Types of Mission Service for which you believe you can do well in an international context: (check all that apply):

Community Development / Agriculture: specify field _____

Evangelism: special interest area _____

Health Care: field / specialization _____

Leadership development: (post secondary/graduate/theology) _____

Medical doctor / RN / LPN _____

Pastoral _____

Other: specify _____

Church Membership

Service under the auspices of Global Ministries is open to members of Christian Church (Disciples of Christ) and the United Church of Christ congregations or other Christian churches. Compatibility with GM mission objectives is an expectation.

Name of Congregation	Denomination
Address	Name of Pastor
City/State/Zip	Phone ()

Describe your involvement in your congregation/church:

Volunteer Service

Describe your involvement in civil or volunteer service:

Education

School Name & Location	Course or Major	Years Attended	Degree & Date
High School			
College or University			
Graduate Study / Seminary			
Business/Trade/Technical or Other Schools			
Other / Continuing Education			
Honors or Awards			

Employment History

Begin with current or most recent employer. Include those positions for which you worked more than 20 hours per week.

1. Employer Name	Position Title
Address	Date employed: From/To
City/State/Zip	Description of responsibilities
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Employer Name	Position Title
Address	Date employed: From/To
City/State/Zip	Description of responsibilities
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Employer Name	
Address	Date employed: From/To
City/State/Zip	Description of responsibilities
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Employer Name		
Address		Date employed: From/To
City/State/Zip		Description of responsibilities
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
5. Employer Name		
Address		Date employed: From/To
City/State/Zip		Description of responsibilities
May we contact this employer at this time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Occupation and Skills		
Occupation (if student, intended occupation)		
Principal job-related skills you possess that may be used in an international context		
Other skills or abilities (P -Professional Training; E =Experienced; H =Hobby/non-technical ability)		
Job-related Licenses or Certificates / State or Licensing Agency / Expiration Date		
Marital Status		
<input type="checkbox"/> Single never married	<input type="checkbox"/> Separated - date of separation:	
<input type="checkbox"/> Engaged - date of wedding:	<input type="checkbox"/> Previously married - date of dissolution:	
<input type="checkbox"/> Married - date of marriage:	<input type="checkbox"/> Widowed	
Full Name of Spouse	Citizenship of Spouse	
If you are married, does your spouse plan to accompany you? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Couples Please Note: Each adult intending to live in the assigned country needs to fill out a separate Mission Personnel Information form whether or not he/she seeks a mission assignment.		

Family

Provide information about your dependents. Place a '✓' by those who will accompany you to the country of service.

✓	Full Name	Date of Birth	Citizenship

Placement and Match-Making

Placement may be influenced by such factors as finances, housing, educational needs of children or other family or personal issues.

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.)

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. Indicate below any concerns you have related to the following:

Diet Environment Availability of medical care/medications
 Exercise Climate Security Other - specify:

Children's education (if applicable): If you have or expect to have school age children during your term of service, are you open to: (check all that apply)

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

Comments:

Passport Information

A passport is necessary for international service. If you currently have a passport, indicate below:

Full Name (as it appears on passport)	Passport Number	Country of Issue	Issue Date	Expiration Date

Legal Considerations

Misconduct Policy Certification:

- [a] Has any civil, criminal, or ecclesiastical complaint ever been sustained or brought against you for misconduct (financial, sexual or other)?
 Yes No (If yes, attach statement.)
- [b] Have you ever resigned or been terminated from a position for reasons related to sexual misconduct or financial or other misconduct?
 Yes No (If yes, attach statement.)

Prior or Pending Offenses:

- [a] Have you ever been convicted of, pled guilty to or pleaded "no contest" to any crime, other than minor traffic violations?
 Yes No (If yes, attach statement.)
- [b] Are any charges (for any offense, including traffic offenses), civil suits, or judgments outstanding against you?
 Yes No (If yes, attach statement.)

References

Provide four names, including: pastor, professional/academic, employer
Print names and information neatly and clearly

1 - Name	2 - Name
Relationship to you	Relationship to you
Occupation	Occupation
Phone ()	Phone ()
E-mail	E-mail
Address	Address
City/State/Zip	City/State/Zip
3 - Name	4 - Name
Relationship to you	Relationship to you
Occupation	Occupation
Phone ()	Phone ()
E-mail	E-mail
Address	Address
City/State/Zip	City/State/Zip

Additional Information

How did you learn about mission opportunities with the Global Ministries? Check all that apply.

<input type="checkbox"/> Pastor <input type="checkbox"/> Friend / family <input type="checkbox"/> Printed materials / announcement at church <input type="checkbox"/> Mission event / festival <input type="checkbox"/> Contact with GM staff person	<input type="checkbox"/> College career service office <input type="checkbox"/> College professor <input type="checkbox"/> Surfing the web <input type="checkbox"/> Advertisement <input type="checkbox"/> Other: specify -
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For Disciple, UCC and Clergy from other denominations - others, skip this section

NOTE: You need to notify your regional/conference minister that you are in conversation with Global Ministries. We will seek a reference from that office.

Check here if you have notified your regional/conference office

Date and location of ordination:

Name of regional/conference minister:

Ecclesiastical Authority:

PLEASE READ CAREFULLY BEFORE SIGNING

1. All information provided on this Mission Personnel Information form is complete and accurate, to the best of my knowledge.
2. Candidates who serve with the Global Ministries (GM) will be expected to understand, respect and support the mission of the GM.
3. Misrepresentation of facts in this Personal Information Request form will disqualify me from further consideration or, if I serve with the GM, may be sufficient cause for dismissal.
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. Any position offered to me is contingent upon the satisfactory completion of reference checks and any other checks, physical and psychological testing or examinations as may be requested by the GM.
6. I understand that nothing contained in this form, or in the granting of an interview is intended to create a contract between the GM 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 promise or guarantee is binding upon the GM unless made in writing.
7. The GM has my permission to investigate, at its discretion, my past employment history, personal references, and any other information pertinent or relative contained in this Mission Personnel Information form.
8. I fully agree to the statements and conditions listed in 1 through 7 above.

Applicant's Signature

Date

Use the checklist below to ensure your Personal Information Request form package is complete:

- Complete and sign the **Personal Information Request** form
- Spouse** provides a separate Personal Information Request form (if applicable)
- Reference information** printed neatly and clearly
- Include your name on the top of each page of your responses to the **Narrative Section**
- Include a **résumé** with your completed materials

Send completed Personal Information Request form, narrative section and résumé to:

**Global Ministries
Mission Personnel Office
P.O. Box 1986
Indianapolis, IN 46206**

Questions related to completing the Personal Information Request form can be directed to staff of GM:

Phone: 317-713-2567

E-mail: cnichols@dom.disciples.org

PERSONAL INFORMATION REQUEST NARRATIVE SECTION

Write your responses on a separate sheet of paper - be sure to include your name at the top of each page. The total of your responses should not be more than two or three typed pages.

1. How has your understanding of the Christian faith influenced your decision to pursue an overseas church assignment?
2. Please give a brief statement of your understanding of mission in today's world and the church's role in that mission.
3. What do you see as your gifts and aptitudes which equip you to serve in that mission?
4. Describe any cross-cultural experiences you have had. What did you learn about your ability to live and work in a cross-cultural context. *(If you have had limited cross-cultural experience, describe how you see yourself living and working in a cross-cultural context.)*
5. What other information or considerations to your candidacy do you wish to communicate?