#### Office Staff Application

#### **REQUIREMENTS**

- Must be 18 years or older
- Interview required (on phone or in person)
- Contractual
- National Background Check required
- Photo of self (email to info@hislittlefeet.org)
- 3 letters of recommendation one from a pastor, one from a previous employer and/or ministry leader, and one a friend, which applicant has known for more than 2 years. Please make sure that the person writing the recommendation includes their contact information, as well as your full name to identify who the recommendation is for. Please have the person writing the recommendation send the original letter to:

His Little Feet Attn: Human Resource Department 1540 Main Street Unit 218-290 Windsor, CO 80550

Please send application to <u>info@hislittlefeet.org</u> or mail the application to:

His Little Feet Attn: Human Resource Department 1540 Main Street Unit 218-290 Windsor, CO 80550

Date:
ENERAL INFORMATION
ull Name:
irthdate:/ Age: Gender: Male or Female
ddress:
ity:
tate:
ome Phone: () Cell Phone: ()
mail Address:
MERGENCY INFORMATION
Case of Emergency, please contact:
elation to you: Phone: ()
DENTIFICATION INFORMATION
river's License Number: State:
ocial Security Number:
o you have a passport? Yor N
so, name as seen exactly on Passport -
irst:
assport Number:
P Exp. Date:/ PP Issuance Date:/
ocation of PP Issuance:

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#### **MEDICAL INSURANCE INFORMATION**

Medical Insurance Provider:
Medical Insurance Identification Number:
Medical Insurance Address:
Medical Insurance Phone Number: ()
Do you have any medical issues that His Little Feet should be aware of: Y or N
If so, please explain:
PAST PERTINENT INFOMATION
Do you have a criminal record? Y or N
If so, please explain:

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#### **EDUCATION**

Did you grac	uate high school? Y or N If so, what year?
Name of H.S	.: City/State:
College –	
I (circl	e one):
	Am attending college (year completed:)
	Have Graduated from college (graduation date:)
	Neither
Major:	Minor:
Name of Col	ege:
City, State: _	
Post-Baccal	aureate Study -
I (circl	e one):
Am at	ending to my post-baccalaureate studies (year completed:
Have	graduated (graduation date:)
Neithe	r
Area of Stud	/:
Name of Col	ege:
City, State:	

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#### PAST EXPERIENCES

Do you have any experience working in an office environment?	Y	or	N
If so, please describe your previous role and duties:			
Computer Skill Set: Please list any computer skills you have and vector you have experience using (i.e. – Microsoft Office, iWork, Adobe programs, etc)			
Have you ever traveled outside of the United States? Y or N If so, please list countries and the purpose of travel:			

Have you served in any ministry setting here in the States and/or abroad? Y or N
Is so, how many years:
Also, if so, please share about the ministry setting and what part you served in that ministry:

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#### **PERSONAL TESTIMONY**

Please share your testimony of becoming a Christian (please include when, where, and what lead up to your decision):

EXPLAIN YOUR REASO	NS FOR APPLYING TO	SERVE WITH HIS LITTLE

SHARE WITH US: CHAREXPERIENCES; GIFTS Y	RACTER TRAITS; STR OU COULD USE TO S	RENGTHS AND WEAKN STRENGTHEN THE MI	IESSES; NISTRY.

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#### **TEAM ATMOSPHERE QUESTIONS**

Do you work well with others in a team atmosphere? Y or N
Do you consider yourself a good follower? Y or N
Do you consider yourself a person with strong leadership abilities? Y or N
Are you are willing to place the agenda of the team ahead of any personal goal? Y or N
Are you the type of person that would be willing to take on a new assignment and/or task, if asked to do so? Y or N
OTHER COMMENTS YOU WOULD LIKE TO SHARE: