

GENERAL BOARD OF GLOBAL MINISTRIES

MISSION PERSONNEL

475 Riverside Drive - Room 320 New York, New York 10115, U.S.A.

Mission Personnel Phone: 212-870-3660, Fax: 212-870-3774

GBGM Website address: www.gbgm-umc.org

Personnel Information Form (Application for Missionary Service)

Instructions - Please Read Carefully:

1. Personal Information Form

Complete the Personnel Information Form attached. Please download this application from gbgm-umc.org and then print out the completed form. For the Skills and Professional Experience Sheet, simply complete and return it along with your other data.

2. Request transcripts

A. From each institution of higher education which has awarded you a degree, request that your official transcript (signed by the registrar and affixed with the raised seal of the institution) be **SENT TO YOU** in a sealed envelope.

B. When you receive the transcript, do **NOT** open the envelope. Place the sealed envelope(s) containing your transcripts in a large envelope along with your completed Personnel Information Form and references (*see 4 below*).

3. Select References

A. Select six people to give you a reference.

B. Contact each one of the selected and ask for his/her permission to be listed as a reference.

C. Prepare the Reference Forms and Cover Letter:

1. Place your name and the name of the reference person in the appropriate places on each form and each letter.

D. Place a completed copy of the cover letter with a reference form and a self-addressed, stamped envelope in a separate envelope *which you will provide*. Each reference person will complete the confidential form and **RETURN IT TO YOU** with their signature affixed **ACROSS** the sealed flap of the envelope.

E. When you receive a returned reference, do **NOT** open the envelope.

4. Mailing Forms

When you have received all transcripts and references, place them unopened in a large envelope along with your completed Personnel Information Form and any other documentation required and mail to the Chairperson of your *Conference Committee on Mission Personnel* (CCMP) or in the absence of a CCMP chairperson to the Mission Personnel Office (address above).

GENERAL BOARD OF GLOBAL MINISTRIES

MISSION PERSONNEL UNIT

Mission PHONE 1-212-870-3660

Mission FAX: 1-212-870-3774

PERSONNEL INFORMATION FORM (Application for Missionary Service)

Name:

Last, First, Middle

Current Address: (until)

Street

City/state/zip code

Country

Phone (*home*)
(*work*)

(*cell*)

Fax

Permanent Address:

Street

City/state/zip code

Country

Phone (*home*)
(*work*)

(*cell*)

E-mail

I wish to be considered for: (*check all that apply*)

Amity Program

Missionary

Church & Community Worker

Deaconess

National Plan for Hispanic and Latino Ministries

The General Board of Global Ministries (GBGM) is an international program agency of The United Methodist Church. GBGM is an equal employment opportunity employer. In accordance with Federal, state, and local laws, GBGM does not discriminate in any employment decisions on the basis of race, color, creed, national origin, gender, age, marital status, sexual orientation, disability, veteran status, or citizenship status.

CHURCH IDENTIFICATION

Local Church: _____

Address

Denomination

City, State, Zip

Phone Number

Member since what year?

Name of Pastor

Name _____

*If United Methodist, since what year?

*If United Methodist, your annual conference

*If United Methodist, you district superintendent

District Superintendent Address

Telephone _____ E-mail _____

Ordained?

Deacon (Date of Ordination _____) Elder (Date of Ordination _____)
mm/dd/yr mm/dd/yr

Are you preparing for Ordination? Yes No Anticipated Date: _____
mm/dd/yr

Consecrated?

Diaconal Minister Date of Consecration: _____
mm/dd/yr

Other Date of Consecration: _____
mm/dd/yr

Commissioned?

Deaconess Probationer Date of Commissioning: _____
mm/dd/yr

POSITION REQUESTED

Placement(s) for which you wish to be considered:

Country	Position
1.	
2.	
3.	

Are you willing to be considered for other types of placements? Yes No

If yes, please specify:

In other countries? Please specify:

Availability Date: _____ For how long? _____

Name _____

WORK EXPERIENCE:

(Include resume if available. Include all employment. Explain all interruptions in employment. If necessary, add additional page)

Dates	Organization/address	Title	Duties Performed
From: To:			
From: To:			
From: To:			
From: To:			

EDUCATION

(Please list all institutions of higher education which you have attended below.)

Name of College/Professional School	Location	Years Attended	Specializaion, Major/Minor
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Present Or Anticipated Qualification, Licensure Or Certification(s): *(Attach Copies Of Certificates)*

For Teachers: Qualification or certification for grade level(s) and/or subjects: *(Attach Copies Of Certificates)*

COMPLEMENTARY INFORMATION

What other information may be helpful to share as we explore with you the possibilities of Mission Service? (e.g., responsibilities, family attitudes, personal philosophy, timing, etc.) ATTACH an extra type written sheet if necessary.

Name _____

EXPERIENCE AND VOCATION TO CHRISTIAN MISSION

(Using additional sheets of paper, please respond to each of the following questions in one concise paragraph. Number each question accordingly. Print your name on the upper left hand corner of EACH page.)

1. CHRISTIAN EXPERIENCE:

- a. In what ways do you experience the presence of God in your life? Describe the discipline you follow in your prayer life.
- b. What do you believe about the Bible?
- c. Describe ways in which you have been able to share your faith with others and lead them to believe in Jesus.

2. UNDERSTANDING OF MISSION:

- a. How do you understand the nature and mission of the Church? What influences have helped shape your understanding? How have you been involved in the mission of the Church?
- b. What factors have drawn you to pursue a vocation in mission service? Which factors have been most important?

3. PERSONAL RELATIONSHIPS AND INTERPERSONAL SKILLS:

- a. How have you prepared for participation in mission service?
- b. Why do you believe God is leading you to mission service?
- c. Describe your strengths.
- d. Describe your weaknesses.
- e. What has been your experience of your working relationship with supervisors?

4. PROFESSIONAL COMPETENCE AND EDUCATIONAL PREPARATION:

- a. Where do you believe you are called to serve, and in what capacity?
- b. What continuing education activities have you participated in during the past three years?
- c. List some titles and authors of books you have read in the past year.
- d. List newspapers and periodicals that you read regularly.
- e. Which historical person do you most admire? Why?

Name _____

SKILLS AND EXPERIENCE

1. What skills and special talents do you offer to mission?

2. What tasks do you find most challenging?

3. How do you prefer to work? Alone? In teams?
What has been your experience?

4. What are your interests and hobbies?

5. What do you enjoy doing?

6. What do you do for self-care?

Name _____

REFERENCES

Please list below the names, addresses, and phone numbers of at least five persons who are qualified to provide further information about you. Select as diverse a group of persons as possible with regard to race, gender, age, etc.

To each person listed as a reference, send a copy of the Confidential Reference Form along with the envelope provided. Make sure that the envelope is addressed to yourself.

Each person must complete the form *confidentially*. Request each reference person to enclose their completed form in the envelope provided. Have them seal the envelope, *affix their signature over the sealed flap*, and mail it back to you. When you receive the envelopes do not open them.

Place the sealed envelopes with your completed Personnel Information Form in a large envelope. When all references have been received (*see instructions*) mail the completed packet of materials directly to:

Chairperson (of your)
Conference Committee on Mission Personnel

-or-

General Board of Global Ministries
Mission Personnel
475 Riverside Drive - Room 320
New York, NY 10115, U.S.A.

1.
(Laity: Your current or former Pastor. Pastors: Your District Superintendent. Clergy Family: use non-relative)
2.
(Teacher Or Instructor In College, Seminary, Graduate School Or Any Other Learning Experience)
3.
(Colleague In a Learning Experience)
4.
(Employer, Supervisor Or Another Person Who Knows Your Work, i.e. Student, Employee, Parishioner, etc., In ASignificant Work Experience, Including Volunteer/Community Work)
5.
(Professional Associate Or Co-Worker)
6.
(Good Friend)

Name _____

AUTOBIOGRAPHICAL STATEMENT

Write a clear and direct story of your life. Be sure to include the persons and events which you believe to have been of greatest significance of your development.
(Please limit your statement to no more than 2 typewritten pages.)

Have you ever been convicted of any crime/s in any jurisdiction in the United States or any other country?*

Mission Personnel * General Board of Global Ministries * The United Methodist Church *475 Riverside Dr. Rm. 320 New York, NY 10115

www.gbgm-umc.org

Phone: 212-870-3660 Fax: 212-870-3774

Name _____

No Yes, If yes state nature of offense, when, where, and disposition.

***A conviction record will not necessarily disqualify an applicant.**

I authorize and request my educational institutions and present* / former employers and those individuals whom I have listed as references to furnish Mission Personnel of the General Board of Global Ministries information about my work performance, ability, and other qualities relevant to my qualifications for employment. In so doing, I release them from any and all liability or damages of whatever nature arising from furnishing the requested information. (*Present employer will be contacted with your consent or after you have given notice of resignation.)

I acknowledge that consideration for Mission Personnel with General Board of Global Ministries is contingent on a thorough and comprehensive investigation of my background. I further understand that the scope of the background investigation may include the following:

Verification of employment history, including and all personnel files; education/training records; character reference; criminal arrests and convictions records; criminal and civil court records, birth and citizenship records; credit history; sex offender registry/sexual misconduct; and any other public record.

I understand that this application does not constitute an employment agreement.

I certify that the information furnished in this application is correct and complete to the best of my knowledge. I understand that any false statement, misrepresentation **or omission** of the facts given in this application will be cause for rejection of or may result in my dismissal from relationship / employment at any time. I further understand that, if selected, I understand and agree that nothing contained in this application or in the granting of the interview is intended to create an employment contract between the General Board of Global Ministries (GBGM) and myself or provide any other benefit. I agree that if employed by the GBGM, I will be an employee-at-will unless different terms are agreed to in writing by the General Secretary of the GBGM. As an at-will employee, I understand and agree that my employment is for no definite period and may be terminated at any time, and at the sole option of me or the GBGM without cause or prior notice and without liability for lost wages.

I hereby agree that the General Board of Global Ministries, in the course of considering my application, may make inquiries to ascertain information concerning my previous work record. I also understand that, if employed, my continued employment is contingent upon a satisfactory performance record.

I certify that I have personally prepared this Personnel Information Form and that the information I have provided is true to the best of my knowledge.

Signature: _____

Date: _____