



# ASSOCIATE STAFF APPLICATION FORM - Part 1

## General Information

Position \_\_\_\_\_ Date of Application \_\_\_\_\_

Applying for [ ] Associate [ ] Career-Path Associate [ ] Cross-cultural Intern

Name \_\_\_\_\_  
(Mr., Mrs., Miss, Rev., Dr.) (first) (middle) (family name)

This application form is the first of two steps in becoming a career staff with ISMC and for individuals who sense a calling to be a “tent-maker” as they do ministry with international students.

As a potential leader in ISMC, we look forward to getting to know you through the information provided in the application package which includes:

- Associate Application Form Part 1 (General Information)
- Associate Application Form Part 2 (What You Believe)
- Criminal Record Check (or copy thereof) received within the last 6 months
- Valid Work Permit, if applicable
- Job Description (your potential supervisor will discuss this with you and send it to the Candidate Director)

**Email Criminal Record Checks and Work Permits directly to [applications@ismc.ca](mailto:applications@ismc.ca).** You are encouraged to keep a photocopy of everything you send to us. Your information will be held in confidence, to be shared **only** with the ISMC Candidate office and Candidate Committee.

As part of the application process, your future supervisor (if you become ISMC staff) will contact you to discuss your job description. While position profiles exist, the job descriptions are a composite of the non-negotiables of the position profile and the passion, gifts and experiences God has given you.

## GENERAL INFORMATION

Present address \_\_\_\_\_  
Street Name

City Province Postal Code

Permanent address \_\_\_\_\_  
(if different from Present address) Street Name

City Province Postal Code

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email address \_\_\_\_\_

Birthdate \_\_\_\_\_ Birthplace \_\_\_\_\_ Citizenship \_\_\_\_\_  
year/month/day

Name of spouse \_\_\_\_\_ Date married \_\_\_\_\_  
year/month/day

Languages (indicate if spoken or written): \_\_\_\_\_



## ASSOCIATE STAFF APPLICATION FORM

### Dependent Children

Given Names	Gender	Birthdate (MM/DD/YY)

How does your family feel about you serving with ISMC?

### CHURCH INVOLVEMENT

Home church \_\_\_\_\_ Denomination \_\_\_\_\_

How frequently do you attend?    Occasionally    Monthly    Weekly

Church Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone \_\_\_\_\_

Pastor's name \_\_\_\_\_ Email \_\_\_\_\_

Do you give ISMC permission to ask this pastor for a reference?    Yes            No

Missions Committee Chairperson: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Church Ministry Experience:

Position	Dates	Duties
Example: Usher	2000	Greet attendees and give them an info page (bulletin), help them find a place to sit
Example: Missionary in Brazil (sent by this church)	2001-2005	Managed an orphanage of 50 children, 20 volunteers and 3 staff.

What is the response of the church towards your interest in serving with ISMC?



## **ASSOCIATE STAFF APPLICATION FORM**

### **RESUME**

Which includes:

- Education
- Work Experience
- Volunteer Experience

Indicate in what environment you do your best work (where 1 = Prefer Structured, 3= Somewhat Structured; 5=Prefer Unstructured)

Are there any health-related limitations that may affect your ministry with ISMC?  Yes  No  
If yes, please give further details below:

### **PERSONAL PROFILE**

What are three family values that you learned growing up that still guide your life? What are three norms that were part of your family growing up that you vowed to change as an adult?

Tell us the story of your faith journey. How you decided to be a Jesus follower and your subsequent growth.



## **ASSOCIATE STAFF APPLICATION FORM**

Describe the spiritual disciplines you practice regularly (eg. personal Bible study, prayer life, fasting and spiritual retreats)

What is the passion God has placed in your heart and how do you see it lived out in ISMC?

What cross-cultural experiences have you had at home and abroad? Identify a few highlights and challenges you experienced through this. What did you learn about yourself through these experiences?

You may find yourself working with, or under, leaders from other cultures. How do you feel toward such a prospect?



## **ASSOCIATE STAFF APPLICATION FORM**

Identify specific gifts, talents and skills you have which may be of value in ministry with internationals on university campuses.

What is your philosophy of ministry?

What do you think about missionaries who fundraise? What has been your experience as a philanthropist and as a recipient of funds?



# ASSOCIATE STAFF APPLICATION FORM

## DEVICE LITERACY

While nothing is as wonderful as face to face visits, arranging these visits and keeping in touch with students often happens through devices. Which of the following programs/apps are you most comfortable with?

	Never used it	Okay with it	Use it all the time!	Willing to learn		Never used it	Okay with it	Use it all the time!	Willing to learn
Email					WhatsApp				
Facebook					Kakao Talk				
Instagram					WeChat				
Snapchat					Skype				
Twitter					Hangouts				
Blogging					Google Drive				
Linkedin					Other _____				

## REFERENCES:

After obtaining their consent, please give **complete names and contact information** of two individuals (non-family members) plus an ISMC staff member, who may be contacted for information concerning your qualifications for service.

- Name: \_\_\_\_\_ 2. Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_ Relationship to you: \_\_\_\_\_
- From ISMC Staff: Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_

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ISMC has my permission to contact any of the names listed in the church, work and references sections of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*After submitting this form, please proceed to Part 2.*