



# CBE International

*serving God by giftedness, not by gender*

## **Interning at CBE**

We are honored that you are interested in investing time, passion and energy in the cause for biblical equality!

Christians for Biblical Equality (CBE) is a nonprofit organization of Christian men and women who believe that the Bible, properly interpreted, teaches the fundamental equality of men and women of all ethnic groups, all economic classes, and all age groups, based on the teachings of Scriptures such as Galatians 3:28.

CBE affirms and promotes the biblical truth that all believers—without regard to gender, ethnicity or class—must exercise their God-given gifts with equal authority and equal responsibility in church, home and world. In so many ways, interns make it possible for us to continue our ministry!

Internship applications are accepted for spring, summer, and fall. CBE interns are not paid, but may be offered a stipend of \$200 per 120 hours worked (if available). We believe the experience and fulfillment an internship provides is invaluable! Specific criteria required by colleges are considered and incorporated into intern job descriptions.

To begin the application process, please complete and submit the Intern Application Form below (pages 1-3).

122 W Franklin Avenue Suite 218,  
Minneapolis, MN 55404-2451

phone: 612-872-6898  
fax: 612-872-6891  
e-mail: [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org)

*Visit us online:* [www.cbeinternational.org](http://www.cbeinternational.org)  
*CBE Bookstore:* [www.equalitydepot.com](http://www.equalitydepot.com)

# Intern Application Form

Pursuant to the Americans with Disabilities Act, please call CBE at 612-872-6898 or email [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org) should you require specific aids to fully participate in the interview process. CBE is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job related qualifications and without regard to race, religion, color, sex, national origin, age, disability, or any other classification proscribed under applicable federal, state or local law.

## Personal Information

Name (Last, First, MI):		Today's Date:	
Street Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Email:	

1. If a student, what major have you declared? \_\_\_\_\_

2. Are you willing to work (check all that apply):

- Full Time     
  Part Time     
  Temporary     
  Intermittent     
  Weekdays  
 Weekends     
  Evenings     
  Nights     
  Overtime

3. Mark the area(s) of CBE's ministry that most interest you (check all that apply):

If you would like clarification of any of these internship opportunities, please email [cbe@cbeinternational.org](mailto:cbe@cbeinternational.org) or call 612-872-6898.

- Accounting     
  Communications/Marketing     
  Fundraising     
  Event Planning  
 Graphic Design     
  Information Technology     
  Theology/Ministry     
  Writing/Editing

4. Do you agree with CBE's Statement of Faith? (See page 4.) Check one:  Yes  No

5. Are you seeking an internship to fulfill a college requirement? Check one:  Yes  No

6. Does your institution offer a stipend or cover any costs associated with your internship? (Amount: \_\_\_\_\_)  Yes  No

7. Are you legally authorized to work in the United States? Check one:  Yes  No

8. When could you start your internship? \_\_\_\_\_ Estimated end date? \_\_\_\_\_

9. How many hours would you like to work each week? \_\_\_\_\_

10. Have you previously interned at CBE? Check one:  Yes  No

If yes, explain: \_\_\_\_\_

11. Previous Volunteer Duties: \_\_\_\_\_

## Employment History

12. Have you been discharged from any job within the last five years? Check one:  Yes  No

If yes, explain: \_\_\_\_\_

13. Have you quit after being notified that you would be terminated? Check one:  Yes  No

If yes, explain: \_\_\_\_\_

Current (or most recent) Position:		From (mm/yy):	To (mm/yy):
Name of Company:	Name of Supervisor:		
Title/Department of Supervisor:	Supervisor's Phone Number:		
Duties:	Starting Salary/Wages:	Final Salary/Wages:	

Next Previous Position:		From (mm/yy):	To (mm/yy):
Name of Company:		Name of Supervisor:	
Title/Department of Supervisor:		Supervisor's Phone Number:	
Duties:		Starting Salary/Wages:	Final Salary/Wages:

Next Previous Position:		From (mm/yy):	To (mm/yy):
Name of Company:		Name of Supervisor:	
Title/Department of Supervisor:		Supervisor's Phone Number:	
Duties:		Starting Salary/Wages:	Final Salary/Wages:

### Education Information

14. Have you earned a high school diploma or GED? Check one:

Yes  No

Name of College:		City/State:	
Major:	GPA:	Earned Degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, what degree?	

Name of College:		City/State:	
Major:	GPA:	Earned Degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, what degree?	

Name of Graduate School:		City/State:	
Major:	GPA:	Earned Degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, what degree?	

Name of Other Institution:		City/State:	
Major:	GPA:	Earned Degree?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, what degree?	

### Work-related References: Please list three work-related references, preferably your immediate supervisor.

Name of Reference 1:	Name of Company:
Title/Department of Reference:	Reference's Phone Number or Email:

Name of Reference 2:	Name of Company:
Title/Department of Reference:	Reference's Phone Number or Email:

Name of Reference 3:	Name of Company:
Title/Department of Reference:	Reference's Phone Number or Email:

15. Have you ever been convicted of a felony (not including traffic citations)? Check one:  Yes  No  
Criminal conviction does not constitute an automatic bar to employment. Convictions will only be considered in relation to specific job requirements.

If yes, explain below. Please include name and location of court.  
It is only necessary to include convictions which have not been expunged from your record.

16. Have you ever been disbarred or otherwise lost a license to practice your profession? Check one:  Yes  No

If yes, explain: \_\_\_\_\_

**General**

Use the following space to list other qualifications pertinent to the position for which you are applying (awards, specialized training, etc.). Use back of page if necessary.

State briefly, or enclose a cover letter, explaining why you are interested in an internship with CBE.

Please read the following statements carefully before signing.

- In consideration of my internship, I agree to conform to the policies and procedures of CBE. I understand that in submitting this application, the company is in no way obligated to provide me with an internship and that I am not obligated to accept an internship if one is offered. Furthermore, if I intern at CBE, I understand that I am interning at will and that my internship and stipend can be terminated with or without cause, and with or without notice at any time.
- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements or omission of fact on either this application or during the intern application process will result in my application being rejected, or, if I intern at CBE, in my internship being terminated.
- I also understand that any offer of an internship is conditioned on the completion of pre-internship tests and documentation, including satisfactory reference checks. I will, upon request, sign all necessary consent forms.
- I authorize CBE to investigate any information, including my employment history, educational background, credit history and record of criminal convictions that it believes is relevant to my intern application. My former employers, education institutions, and personal references may provide information that they may have about me in response to inquiry from CBE.
- I give CBE permission to phone my references.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Thank you for your interest in interning for CBE! Please submit this form in one of the following ways:

Fax: 612-872-6891

Mail: CBE, 122 W Franklin Ave, Suite 218, Minneapolis, MN 55404

**Human Resources Approval**  
ONLY

FOR OFFICE USE

\_\_\_\_\_  
Signature of Hiring Department Supervisor

\_\_\_\_\_  
Date

Intern Position Awarded: \_\_\_\_\_

\_\_\_\_\_  
Signature of CBE Executive

\_\_\_\_\_  
Date

# CBE's Statement of Faith

*We believe* the Bible is the inspired word of God, is reliable, and is the final authority for faith and practice.

*We believe* in the unity and trinity of God, eternally existing as three equal persons.

*We believe* in the full deity and full humanity of Jesus Christ.

*We believe* in the sinfulness of all persons. One result of sin is shattered relationships with God, others, and self.

*We believe* that eternal salvation and restored relationships are possible through faith in Jesus Christ who died for us, rose from the dead, and is coming again. This salvation is offered to all people.

*We believe* in the work of the Holy Spirit in salvation, and in the power and presence of the Holy Spirit in the life of believers.

*We believe* in the equality and essential dignity of men and women of all ethnicities, ages, and classes. We recognize that all persons are made in the image of God and are to reflect that image in the community of believers, in the home, and in society.

*We believe* that men and women are to diligently develop and use their God-given gifts for the good of the home, church, and society.

*We believe* in the family, celibate singleness, and faithful heterosexual marriage as God's design.

*We believe* that, as mandated by the Bible, men and women are to oppose injustice.