

EMPLOYMENT APPLICATION

Pursuant to the Americans with Disabilities Act, please call CBE at **612-872-6898** or email cbe@cbeinternational.org should you require specific aids to fully participate in the interview process.

In addition to filling out this application form, please send us your most recent resume or CV.

PLEASE NOTE: To sign this form you will need to download this PDF file and fill in the form. Get free Adobe Acrobat Reader DC here: <https://get.adobe.com/reader/>.



Personal Information

Legal Name (Last, First, MI):			Today's Date:	
Preferred First Name (if different from above):		Email:		
Street Address:				
City:	State:	Zip:	County:	
Home Phone:		Work Phone:		

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

Full Time Part Time Temporary Intermittent Daytime
Weekends Evenings Nights Overtime

2. Position(s) applying for: _____

3. Salary/Wages desired: _____

4. Are you legally authorized to work in the United States? Yes No

5. When could you start employment? _____

6. Have you previously been employed by or ever applied for employment with CBE? Yes No

If yes, explain

Employment History

Please list your six most recent positions. If you have held fewer than six, please list all previous positions you have held.

Current (or most recent) Position:		From (mm/dd/yy)	To (mm/dd/yy)
Name of Company:	Company Website:	Name of Supervisor:	
Title/Department of Supervisor:	Supervisor's Phone Number:	Supervisor's Email:	
Duties:			
Reason for Leaving:			

Next Previous Position:		From (mm/dd/yy)	To (mm/dd/yy)
Name of Company:	Company Website:	Name of Supervisor:	
Title/Department of Supervisor:	Supervisor's Phone Number:	Supervisor's Email:	
Duties:			
Reason for Leaving:			

Next Previous Position:		From (mm/dd/yy)	To (mm/dd/yy)
Name of Company:	Company Website:	Name of Supervisor:	
Title/Department of Supervisor:	Supervisor's Phone Number:	Supervisor's Email:	
Duties:			
Reason for Leaving:			

Next Previous Position:		From (mm/dd/yy)	To (mm/dd/yy)
Name of Company:	Company Website:	Name of Supervisor:	
Title/Department of Supervisor:	Supervisor's Phone Number:	Supervisor's Email:	
Duties:			
Reason for Leaving:			

Next Previous Position:		From (mm/dd/yy)	To (mm/dd/yy)
Name of Company:	Company Website:	Name of Supervisor:	
Title/Department of Supervisor:	Supervisor's Phone Number:	Supervisor's Email:	
Duties:			
Reason for Leaving:			

Next Previous Position:		From (mm/dd/yy)	To (mm/dd/yy)
Name of Company:	Company Website:	Name of Supervisor:	
Title/Department of Supervisor:	Supervisor's Phone Number:	Supervisor's Email:	
Duties:			
Reason for Leaving:			

Education Information

Have you earned a high school diploma or GED? Check one? Yes No

Name of College/Universtiy/Trade School:		City/State:	
Major:	GPA:	Dates Enrolled	Earned Degree? Yes No If yes, what degree?

Name of College/Universtiy/Trade School:		City/State:	
Major:	GPA:	Dates Enrolled	Earned Degree? Yes No If yes, what degree?

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Major:	GPA:	Dates Enrolled	Earned Degree? Yes No If yes, what degree?

Name of College/Universtiy/Trade School:		City/State:	
Major:	GPA:	Dates Enrolled	Earned Degree? Yes No If yes, what degree?

Work-Related References: Please list four work-related references. Please include reporting supervisors, if possible.

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

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

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

Name of Reference 4:	Name of Company:	Company Website:
Title/Department of Reference:	Reference's Phone Number or Email:	

I give CBE permission to phone my references _____
Signature
Date

- | | | |
|--|-----|----|
| 7. Have you been discharged from any job within the last five years? | Yes | No |
| If yes, explain | | |
| 8. Have you quit after being notified that you would be terminated? | Yes | No |
| If yes, explain | | |
| 9. Have you been convicted of a felony (not including traffic citations)? | Yes | No |
| Criminal conviction does not constitute an automatic bar to employment. Convictions will be considered in relation to specific job requirements. | | |
| If yes, explain below. Please include name and location of court. | | |
| Criminal It is only necessary to include conviction which have not been expunged from your record | | |
| | | |
| 13. Have you ever been disbarred or otherwise lost a license to practice your profession? | Yes | No |
| If yes, explain | | |

General:

If necessary to complete the following questions, attach additional pages at end.

List other qualifications pertinent to the position for which you are applying (awards, specialized training, etc.).

What draws you to CBE's mission of Biblical Equality? Why do you want to intern at CBE? How will you contribute to furthering CBE's mission of Biblical Equality?

What do you believe to be your ministry interests?

What do you believe to be your strengths and gifts?

What are areas of growth or places you want to improve or acquire new skills?

How would you describe your spiritual life and relationship with Christ?

Please read the following statement carefully before signing.

- CBE greatly values the contributions of volunteers, and considers them an extension of the CBE staff who work to advance biblical equality. For this reason, all volunteers are asked to sign the CBE Statement of Faith—indicating their agreement, and to adhere to CBE Policies and Personnel Manual. IN addition volunteers will also annually read and agree to CBE's Staff Confidentiality and Conflict of Interest Policy.
- 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 volunteer application process will result in my application be rejected, or if I volunteer at CBE, in my position being terminated.
- 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 volunteer application. My former employers, education institutions, and personal references may provide informations that they may have about me in response to inquiry from CBE.

Thank you for your interest in working for CBE!

Please submit this form, along with your resume or CV, in one of the following ways. In addition, we would like to receive at least two writing samples. If possible, include at least one sample of longer writing (article, paper, blog post) and one sample of marketing copy (web copy, marketing emails, etc.)

Email: cbe@cbeinternational.org

Mail: CBE, 122 W Franklin Ave, Suite 610, Minneapolis, MN 55404

Applicant Signature

Date

FOR OFFICE USE ONLY

Human Resources Approval

Position:

Awarded:

Date

Signature of Hiring Department Supervisor

Date