

Christian Youth *in* Action[®]

*A Ministry of Child Evangelism Fellowship®
Of North Carolina Inc.*



Qualifications, Standards, Application and other required forms for participation



CHRISTIAN YOUTH IN ACTION

*

Qualifications

1. Must have confidence in their salvation through The Lord Jesus Christ.
Actively in Fellowship in a Bible Believing Church, endorsed by the authority of that Fellowship to serve with CEF, and convinced that GOD is leading in this activity.
2. Have a Biblical view of the lost condition without Christ as Savior, and believe that children can savingly believe and be regenerated.
3. Age and Status: Senior Summer Missionaries: Ages fifteen and up.
Junior Summer Missionaries: Ages twelve thru fourteen.
4. Each CEF ministry worker, paid or volunteer, must sign the CEF Worker's Compliance Agreement, which verifies agreement with the CEF Statement of Faith, and the intent to abide by CEF policies without reservation. Additionally, the confidential screening form and the Authorization for Criminal Background check contained in the Child Protection portion of this application must be completed in full.
5. Consistently exhibits Christian devotion, attitude, and behavior to those in and out of the Body of Christ, as a demonstration of a personal relationship with The Lord Jesus Christ.
6. Being Teachable and a willing submissiveness to the leadership of CEF Staff personnel are prime requirements.
7. **Each applicant must attend Pre-Training & testing and submit to State CYIA Qualifying administered by CEF of NC.**

Upon Satisfactory completion of CYIA Training school, as evaluated by CEF of NC leadership, Each Summer Missionary must be willing to teach as taught by CEF standards, and committed to serving four (4) weeks, teaching 5-Day Clubs.

C. Y. I. A. Training School

(June 2011 @Camp Good News Maranatha)

The CYIA Training School is for Senior & Junior Summer Missionaries.

Training is required for all who serve representing Child Evangelism Fellowship of NC teaching in 5-Day Club ministry.

CYIA School Tuition is \$200 + cost of 5 Day Club kit.

Let all things be done, "decent and in order." Each candidate will be treated the same as to: Age and time requirements, application, statement of faith, references, and commitment. The timely Completion of CEF- CYIA paper-work and references are IMPERATIVE for approval. Application and References must be in the hands of the local CEF Director by April 1, 2011.

The age cut is June 1, 2011 (or 1st day of training, which-ever is latter)
Tuition must be in CEF-NC State office no latter than June 1, 2011



Medical Questionnaire

All questions are important, fully complete this questionnaire

If applicant is under 18 Please have Parent or Guardian complete

Name of Applicant: _____ Age _____

Medical Coverage for Applicant:

Name of Insurance Company _____ Policy # _____

Address of Company _____

Is the Applicant subject to:	Yes	No	Has the applicant had:	Yes	No
Asthma			Chicken Pox		
Hay Fever			Rheumatic Fever		
Epilepsy			Mumps		
Food Allergies (List)			Rubella (German Measles)		
Allergies to Medications (List)			Measles (other)		

Does the Applicant have other allergies or reaction to bee sting....(Yes) (No) Please circle one.

Does the Applicant have any of the following? Please Explain

Diabetes

Hypogivcemia

Special Diet

Has Applicant had any illness requiring Doctor visit or Hospital in last 3 months? (Yes) (No)

If so what was the health problem?

Please list any prescription drugs to be brought by Applicant:

Name of Medication	What is it for	Dosage

Please list any non-prescription drugs being brought by Applicant that you give permission for him/her to take at their discretion.

I hereby give my permission for _____ to participate in the CYIA training conducted by Child Evangelism Fellowship. I assure the leadership that he/she is in good health and able to participate. I give my consent for medical treatment by an attending physician or medical center deemed necessary in the event of an emergency. I agree to use my own Medical insurance in the event of necessary medical treatment.

Signed by Parent or Guardian if Applicant is under 18

Signature _____ Date _____

C.Y.I.A. Expectations and Standards

*These standards are to help to protect you, your ministry testimony for the Lord and the ministry of CEF from any "appearance of evil" (1Thessalonians 5:22). We will avoid questionable things that might unduly offend other Christians who have different convictions than our own ... especially when we are directly involved in Christian ministry. Things that are acceptable in the "world" around us are not always acceptable to God and the standards HE gave us in HIS Word. **Thank you for your understanding.** Remember that our outward appearance is a reflection of our inward hearts and minds. We should wish to magnify The Lord and not ourselves.. (1Cor. 6:19-20, 1Cor. 8:9, 1Tim 2:1-10, 4:12)*

During Training

- Clean and neat attire, in good condition is required.
- Ladies and gentlemen will keep their hair well groomed at all times. Men's hair will be neat, above the eyes, collar & not covering the ears. Facial hair will be shaved or well kept so as not to be a distraction when viewed.
- No head gear is to be worn inside of buildings.
- No jewelry to be worn in body piercing of nose, tongue, lip, chin, cheek or eyebrow.
 - Male ear jewelry is not allowable.
 - Foot-wear is required. Street shoes, sandals, or flip-flops will be worn. Lace-up shoes tied.

No, No, No's

Tank tops, bare midriffs, half or net shirts, spaghetti straps or halter tops. Muscle shirts or shirts with questionable/worldly words or pictures. Skirts or dresses with slits above the knee or miniskirts. Sweat pants, except for recreation. No Abnormal hair color (ie, blue, green, orange, etc.) No Sagging trousers, drooping or baggy, or ripped clothing showing underwear. Shirts and blouses must meet the top of the lower garment. No known gang attire. Questionable extraneous articles hanging from clothing. Students are not allowed to have mobile/cell phones during training.

On the Grounds of Maranatha:

- Men and women, young and older, may dress business casual, if they desire.
- However, cool, casual, loose fitting, modest apparel is permitted.
- This means shirts (not sleeve-less nor rolled up t-shirt sleeves.)
- Shorts are allowed as long as they are not revealing, form fitting, nor suggestive. Shorts should be knee length or longer, **sitting or kneeling.**
- Common sense and modesty dictate that see-through attire is never allowed, nor are "gaps" allowed that reveal skin or body parts intended to be covered, loose clothing is required & no low neck lines.
- No pajamas or bedroom footwear allowed outside of the dorms.
 - Recreation: slip & slide-minimum-shorts & dark shirts, Modesty must prevail, If you comply you may participate. (Remember the poison ivy and the infective possibility)
Be comfortable, be modest, and "adorn the doctrine of God"

Off the premises of Maranatha:

- **For all:** Foot wear should be neat and clean.
- **Males:** Proper Sunday go to meeting attire for church, slacks & collared shirt..
- **For Club activities:** Long pants (only approved CEF/Christian T- shirts will be allowed)
- **Ladies (Students and Staff):** Dresses or skirts & blouses for church services.
 - **For Club activities:** Knee length skirts/dresses on the 1st day, thereafter, if warranted and accepted by host of club, dress slacks may be worn to avoid immodest positions with the children. Skirts should touch the floor when kneeling. (only approved CEF/Christian T- shirts will be allowed)

Note:

If you have questions regarding these standards, be sure to check with your local director or staff member for clarification before packing to come to training. Do not bring any questionable items. By signing the commitment forms, you are verifying that you understand and will cheerfully conform to the standards. Modesty must prevail. Any immodest attire will be addressed and obedience is expected.

Parent Signature _____ Student Signature _____

Date Signed _____

Child Evangelism Fellowship® “Statement of Faith”

WE BELIEVE -

- That “All Scripture is given by inspiration of God,”* by which we understand the whole book called THE BIBLE; that it is inerrant in the original writing and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16; Deuteronomy 4:2; 2 Peter 1:21
- The Godhead eternally exists in three persons, the Father, the Son and the Holy Spirit.* These three are one God, having the same nature, attributes and perfection. Romans 1:20; Matthew 28:19; Deuteronomy 4:35; John 17:5
- In the personality and Deity of the Lord Jesus Christ,* begotten of the Holy Spirit, born of the virgin Mary, truly God and truly man. John 1:1, 14; 10:30; Matthew 1:20; Luke 1:30,31; Philippians 2:5-7; 1 Timothy 3:16; Colossians 1:19
- In the personality and Deity of the Holy Spirit,* the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26; Acts 5:3-4; 1:8; Romans 8:26-27; 1 Corinthians 2:12,14; Romans 8:9; 1 Corinthians 3:16; 12:13; John 16:13-14
- That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam.* Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. “The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God” (Romans 8:7,8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered, can help the sinner to take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation. Genesis 1:26-27; Romans 5:12; Ephesians 2:1-3; John 3:3,6,7; Titus 3:5
- That Jesus Christ became the sinner’s substitute before God, and died as a propitiatory sacrifice for the sins of the whole world.* That He was made a curse for the sinner, dying for his sins according to the Scriptures; that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. 1 John 2:2; Hebrews 2:9; Galatians 3:13; Romans 3:25; 4:4-5; 5:8; Colossians 1:13-14,20-21
- In the resurrection of the crucified body of Jesus Christ;* that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer’s high priest and advocate. Luke 24:39; Acts 1:10-11; Ephesians 4:10; Hebrews 1:3; 1 John 2:1
- That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone* and that the moment we trust in Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15; John 5:24; Romans 3:28; 4:3,23-25; Ephesians 1:3; John 17:23; Galatians 2:20; 4:6-7; 5:16; Acts 1:8
- That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior.* It is the body and bride of Christ. That every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 1:22-23; 2:19-22; 1 Corinthians 12:22-27; 1:10-13; Romans 12:4-5; Ephesians 4:3-6; 5:32; Philippians 2:1-5; Galatians 5:13-15
- That all believers in our Lord Jesus Christ are called into a life of separation from worldly and sinful practices,* and should abstain from such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works. “As we have therefore opportunity, let us do good unto all men, especially unto them who are of the household of faith” (Galatians 6:10). 1 John 2:15-16; Romans 13:14; 14:13; 1 Corinthians 10:31; Ephesians 2:10
- In the evangelization of the world,* that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. Mark 16:15; 2 Corinthians 5:18-19; Matthew 18:14
- In the personal return of our Lord and Savior Jesus Christ,* that the coming again of Jesus Christ is the “blessed hope” set before us, for which we should be constantly looking. “Our citizenship is in Heaven from whence we look for the Savior, the Lord Jesus Christ” (Philippians 3:20). Acts 1:11; 1 Thessalonians 4:16-17; John 14:1-3; Titus 2:13; Philippians 3:20-21
- That the souls of those who have trusted in the Lord Jesus Christ for salvation do at death immediately pass into His presence,* and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body reunited shall be with Him forever in glory. Luke 23:43; 2 Corinthians 5:8; Luke 16:22,25; Philippians 1:23; 1 Thessalonians 4:15-18
- That the souls of the lost remain after death in misery until the final judgment of the great white throne,* when soul and body reunited at the resurrection shall be cast “into the lake of fire” which is “the second death,” to be “punished with everlasting destruction from the presence of the Lord, and from the glory of His power” (2 Thessalonians 1:8-9). Luke 16:22-23,27-28; Hebrews 9:27; Revelation 20:5,11-15; 2 Thessalonians 1:7-9
- In the reality and personality of Satan, “that old serpent, called the devil, and Satan, which deceiveth the whole world”* (Revelation 12:9). Ephesians 6:11-12; 1 Peter 5:8; Revelation 20:10

Doctrinal Protection Policy

Child Evangelism Fellowship® continues in its commitment to its “Statement of Faith,” which embodies the non-negotiable and historic beliefs of evangelical Christians.

Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as child evangelists.

We therefore resolve that CEF workers are qualified by their unreserved commitment to CEF’s “Statement of Faith” and their further commitment in all CEF activities to refrain from teaching or otherwise advocating doctrinal distinctives either contrary to or in addition to the “Statement of Faith.”

Child Evangelism Fellowship Worker’s Compliance Agreement

Recognizing the spiritual need of boys and girls in our community and around the world, I would like to assist in the work of Child Evangelism Fellowship (CEF).

I understand that CEF is without specific denominational affiliation, and have read the “Statement of Faith” and CEF Doctrinal Protection Policy. In becoming a coworker with CEF, and in order to protect the ministry, I agree not to propagate or practice in CEF ministries any distinctive or controversial doctrines, methods and practices that would go beyond the CEF “Statement of Faith” and the approved CEF curriculum. These would include but not be limited to such things as modes of baptism, alteration of the Gospel message, speaking in tongues, interpretation of Scripture by experience, healing on demand, etc. I understand that anyone who does not adhere to this agreement cannot serve with CEF as paid staff or volunteer.

In teaching Bible lessons in core CEF programs I will use exclusively materials approved by CEF.

In offering my services I trust the Lord to make me a faithful servant, and should problems arise between CEF and me that cannot be fully reconciled, I will quietly withdraw to preserve the harmony essential to having an effective Christian witness.

By signing below, I indicate:

My agreement with the “Statement of Faith” and that
I will abide by the above Worker’s Compliance Agreement, and that
I will abide by the policies of CEF as long as I am actively involved.

Signed _____ Date _____

Address _____ Church Affiliation _____

Child Evangelism Fellowship, Inc
North Carolina
420 W Academy St
Fuquay Varina, NC 27526-2163
919 285 4174



CEF
CHILD EVANGELISM
FELLOWSHIP®
Since 1937 Reaching children worldwide™

Christian Youth in Action® Summer Missionary

Servant's Contract

Child Evangelism Fellowship of North Carolina, Inc.

- I will respect the responsibility and authority that God has given to the CEF Staff,
And I will show respect to those to whom I am accountable and to all adults involved
in this ministry.
- I will demonstrate Christian love to my teammates at all times. This includes before the
children and adults.
- I will trust God to work through me as I pray, study and prepare for CEF ministry.
- I will allow God to show HIS love, through me, to the children, as HE allows me to teach.
- I will make every effort to share and explain the GOSPEL with as many children as possible,
as God gives the opportunity.
- I will not sing nor play any music that does not give Glory to God.
- I will not use inappropriate language (vulgarity and cursing) at any time. I will not partici-
pate in impure and unholy conversations.
- I will conduct myself in a Godly Biblical manner at all times, not allowing for there to be any
appearance of evil. Regarding those of the opposite sex. I understand that "pairing" and
boy-girl relationships are on hold during training and ministry activity.
- I understand that violent behavior toward anyone is totally unacceptable.
- I will not intentionally cause a brother or sister in Christ to stumble.
- I will hold teammates, my fellow students and myself accountable to this contract in a
Biblical way (Matthew 18:15-17)
- I will give God the Praise and Glory for whatever HE does through me.

By signing this contract: I agree to abide by its standards. If I fail to do so, I understand that my parents/guardians will be called/notified and I will be suspended from all CEF sponsored functions, until further notice and/or restored to fellowship.

Student Signature _____ **Date** _____
 ~~~~~

**Complaint:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Have you applied Matthew 18:15-17? Yes No**

**Offender** \_\_\_\_\_ **Day & Time of Offence** \_\_\_\_\_

**Witnesses: 1.** \_\_\_\_\_ **2.** \_\_\_\_\_

**Reported to CEF Staff** \_\_\_\_\_ **Signature** \_\_\_\_\_





**SPIRITUAL LIFE:**

Give approximate date of conversion \_\_\_\_\_

Name the Church that you attend. \_\_\_\_\_

Write a biographical sketch (on another sheet of paper) describing your Christian experience You must include

- 1.) the basis of your salvation (give Scripture references)
- 2.) your spiritual growth since conversion
- 3.) your practices in pray= Bible study, church attendance, fellowship and witnessing
- 4.) your Christian service
- 5.) our convictions regarding tobacco, drugs and alcohol
- 6.) your purpose for applying to the CYIA program

Are you willing to be involved in a ministry which may mean working with denominations other than your **own**, but which are in agreement with Child Evangelism Fellowship's Statement of Faith?

**EXPERIENCE:**

**Present occupation** \_\_\_\_\_

(If employed give name\_of employer; if student, school and year expecting to graduate)

Describe any Training and experience you've had in Child Evangelism Fellowship \_\_\_\_\_

Have you served as a CEF- summer missionary? \_\_\_\_\_ Name , address and title of person under whom you served

Describe any experience you've had in children's work in general. \_\_\_\_\_

Have you been used to lead a child to **Christ** ? - Describe \_\_\_\_\_

If you are a licensed driver, do you have a vehicle available for this summer work? \_\_\_\_\_

Do you consider English to be your first language? Yes [ ] No [ ]

**If no what is your Primary Language** \_\_\_\_\_

**Do you have any health conditions or physical challenges that would require special services'?**

[ ] Yes [ ] No

**If yes, please indicate types of services you may need on a separate piece of paper. Also, please complete the medical Questionnaire.**

While attending the CYIA training school I agree to abide by regulations set forth in the standards of conduct and the dress code and to conform to its fundamental standards of honor. I realize that CEF may request the withdrawal of any trainee who, in the opinion of the staff, does not abide by regulations set forth.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# CONFIDENTIAL SCREENING FORM

## Child Evangelism Fellowship® Child Protection Policy

This screening form is to be completed by applicants for any position, paid or volunteer, involving CEF® ministries and will be used to help CEF provide a safe and secure environment for children. This is not an employment application. Anyone interested in employment by CEF will also need to complete an employment application form.

Date \_\_\_\_\_

**(Please Print)** If explanatory notes are needed, please attach separate sheet.

**Applicant's Name (last, first, middle)**

**Sex**

**Date of Birth**

Month/day/year




**Social Security Number**

**Maiden Name**

**All Nicknames and Aliases**

- -

**Telephone( )**

**E-mail**

**Present address (Street, Apt #, City, State, Zip)**

**County**

**Previous Addresses (for past five years)**

**Have you ever been convicted of a crime? No \_\_\_ Yes \_\_\_ (If yes, please explain & give county & state of conviction.)**

**Have you ever been accused of child abuse? No \_\_\_ Yes \_\_\_ (If yes, please explain.)**

**Please explain briefly your salvation experience.** (If completing form for 5-year rescreening, skip this question.)

**List any experience that has prepared you for children's ministries.** (If completing form for 5-year rescreening, skip this.)

**References (pastor or church leader and personal, not a relative or previous employer)** (Skip for 5-year rescreening.)

|                                                                                         |                                                                                         |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| NAME<br>CHURCH<br>ADDRESS<br>TELEPHONE                      EMAIL                       | NAME                                      RELATIONSHIP<br>ADDRESS<br>TELEPHONE<br>EMAIL |
| NAME                                      RELATIONSHIP<br>ADDRESS<br>TELEPHONE<br>EMAIL | NAME                                      RELATIONSHIP<br>ADDRESS<br>TELEPHONE<br>EMAIL |

## Background Check Authorization

**Release Authorization:**

1. In connection with my future involvement as a staff member or a volunteer working with children, I understand that CEF® will conduct a background check to determine my ability to minister in this role. It may include information concerning my character, work habits, performance and any court records that may have a bearing on my job responsibilities.
2. I acknowledge that a telephonic facsimile (fax) or photocopy shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, church or non profit organization, reference, or insurance company contacted by *CEF* or its consumer reporting agency or its agents, to furnish the information described above.
4. I understand that if any of those records contains Information which is used to deny my employment in *Child Evangelism Fellowship*®, I will be notified of my rights and where I can obtain a copy of the information.

By signing below, you hereby release *Child Evangelism Fellowship* and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any liability for damages of whatever kind, which may at any time result to you, your heirs, family, or associates because of compliance with this authorization and request to release information. You may be contacted as indicated below. A copy of this authorization (if not previously destroyed in accordance with record retention policies) will be given to you, provided you request it in writing.

The information contained in this screening form is correct to the best of my knowledge. I authorize any references listed on this application to give you any information (including opinions) they may have regarding my character and fitness for children’s work. I hereby release any individual, church, youth organization, employer, charity, reference, or any other person or organization, both individually or collectively, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs or my family on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

As a volunteer or paid worker for Child Evangelism Fellowship Inc. I agree to abide by the Child Protection Policy and to refrain from unscriptural conduct in the performance of my services on its behalf.

I have read the Child Protection Policy and viewed ([www.cefonline.com/childprotection](http://www.cefonline.com/childprotection)) or heard (866-878-4182) the “Protecting Today’s Child” 11- minute presentation and agree to follow the policies and procedures in handling any child abuse situations that may arise.

I further state that I have read carefully the foregoing release and know the contents thereof. This is a legally binding agreement which I have read and understand.

Applicant’s Signature

Print Name

Date

Parent’s Signature (if applicant is a minor)

Print Name

Date

**FOR OFFICE USE ONLY**      Identity confirmed with government issued photographic identification

Signature of witness to photographic identification

Print name

Date

All information acquired will be used within the Child Evangelism Fellowship organization as it pertains to employment or volunteer work with children unless signified otherwise in writing upon completion of this form.

Please return all paperwork to the following address:



| CHARACTER TRAIT EVALUATION  | U<br>N<br>K<br>N<br>O<br>W<br>N | P<br>O<br>O<br>R | 1 | 2 | 3 | 4 | 5 | E<br>X<br>C<br>E<br>L<br>L<br>E<br>N<br>T | Comments to characteristics |
|-----------------------------|---------------------------------|------------------|---|---|---|---|---|-------------------------------------------|-----------------------------|
| Communications Skills       |                                 |                  |   |   |   |   |   |                                           |                             |
| Relationship Development    |                                 |                  |   |   |   |   |   |                                           |                             |
| Confrontational Skills      |                                 |                  |   |   |   |   |   |                                           |                             |
| Tactfulness/Sensitivity     |                                 |                  |   |   |   |   |   |                                           |                             |
| Drive/Initiative            |                                 |                  |   |   |   |   |   |                                           |                             |
| Mental Alertness            |                                 |                  |   |   |   |   |   |                                           |                             |
| Consistent Spiritual Walk   |                                 |                  |   |   |   |   |   |                                           |                             |
| Bible Knowledge             |                                 |                  |   |   |   |   |   |                                           |                             |
| Sense of Call or Mission    |                                 |                  |   |   |   |   |   |                                           |                             |
| Submission to Authority     |                                 |                  |   |   |   |   |   |                                           |                             |
| Self-respect                |                                 |                  |   |   |   |   |   |                                           |                             |
| Freedom From Worry          |                                 |                  |   |   |   |   |   |                                           |                             |
| Self-Discipline             |                                 |                  |   |   |   |   |   |                                           |                             |
| Conscientiousness           |                                 |                  |   |   |   |   |   |                                           |                             |
| Perseverance                |                                 |                  |   |   |   |   |   |                                           |                             |
| Good Judgment               |                                 |                  |   |   |   |   |   |                                           |                             |
| Flexibility                 |                                 |                  |   |   |   |   |   |                                           |                             |
| Decisiveness/Follow-through |                                 |                  |   |   |   |   |   |                                           |                             |
| Servant Spirit              |                                 |                  |   |   |   |   |   |                                           |                             |
| <b>SCORING</b>              | U<br>N<br>K<br>N<br>O<br>W<br>N | P<br>O<br>O<br>R | 1 | 2 | 3 | 4 | 5 | E<br>X<br>C<br>E<br>L<br>L<br>E<br>N<br>T | For Office Use Only         |

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

Printed Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_



| CHARACTER TRAIT EVALUATION  | U<br>N<br>K<br>N<br>O<br>W<br>N | P<br>O<br>O<br>R | 1 | 2 | 3 | 4 | 5 | E<br>X<br>C<br>E<br>L<br>L<br>E<br>N<br>T | Comments to characteristics |
|-----------------------------|---------------------------------|------------------|---|---|---|---|---|-------------------------------------------|-----------------------------|
| Communications Skills       |                                 |                  |   |   |   |   |   |                                           |                             |
| Relationship Development    |                                 |                  |   |   |   |   |   |                                           |                             |
| Confrontational Skills      |                                 |                  |   |   |   |   |   |                                           |                             |
| Tactfulness/Sensitivity     |                                 |                  |   |   |   |   |   |                                           |                             |
| Drive/Initiative            |                                 |                  |   |   |   |   |   |                                           |                             |
| Mental Alertness            |                                 |                  |   |   |   |   |   |                                           |                             |
| Consistent Spiritual Walk   |                                 |                  |   |   |   |   |   |                                           |                             |
| Bible Knowledge             |                                 |                  |   |   |   |   |   |                                           |                             |
| Sense of Call or Mission    |                                 |                  |   |   |   |   |   |                                           |                             |
| Submission to Authority     |                                 |                  |   |   |   |   |   |                                           |                             |
| Self-respect                |                                 |                  |   |   |   |   |   |                                           |                             |
| Freedom From Worry          |                                 |                  |   |   |   |   |   |                                           |                             |
| Self-Discipline             |                                 |                  |   |   |   |   |   |                                           |                             |
| Conscientiousness           |                                 |                  |   |   |   |   |   |                                           |                             |
| Perseverance                |                                 |                  |   |   |   |   |   |                                           |                             |
| Good Judgment               |                                 |                  |   |   |   |   |   |                                           |                             |
| Flexibility                 |                                 |                  |   |   |   |   |   |                                           |                             |
| Decisiveness/Follow-through |                                 |                  |   |   |   |   |   |                                           |                             |
| Servant Spirit              |                                 |                  |   |   |   |   |   |                                           |                             |
| <b>SCORING</b>              | U<br>N<br>K<br>N<br>O<br>W<br>N | P<br>O<br>O<br>R | 1 | 2 | 3 | 4 | 5 | E<br>X<br>C<br>E<br>L<br>L<br>E<br>N<br>T | For Office Use Only         |

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

Printed Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_





| CHARACTER TRAIT EVALUATION  | U<br>N<br>K<br>N<br>O<br>W<br>N | P<br>O<br>O<br>R | 1 | 2 | 3 | 4 | 5 | E<br>X<br>C<br>E<br>L<br>L<br>E<br>N<br>T | Comments to characteristics |
|-----------------------------|---------------------------------|------------------|---|---|---|---|---|-------------------------------------------|-----------------------------|
| Communications Skills       |                                 |                  |   |   |   |   |   |                                           |                             |
| Relationship Development    |                                 |                  |   |   |   |   |   |                                           |                             |
| Confrontational Skills      |                                 |                  |   |   |   |   |   |                                           |                             |
| Tactfulness/Sensitivity     |                                 |                  |   |   |   |   |   |                                           |                             |
| Drive/Initiative            |                                 |                  |   |   |   |   |   |                                           |                             |
| Mental Alertness            |                                 |                  |   |   |   |   |   |                                           |                             |
| Consistent Spiritual Walk   |                                 |                  |   |   |   |   |   |                                           |                             |
| Bible Knowledge             |                                 |                  |   |   |   |   |   |                                           |                             |
| Sense of Call or Mission    |                                 |                  |   |   |   |   |   |                                           |                             |
| Submission to Authority     |                                 |                  |   |   |   |   |   |                                           |                             |
| Self-respect                |                                 |                  |   |   |   |   |   |                                           |                             |
| Freedom From Worry          |                                 |                  |   |   |   |   |   |                                           |                             |
| Self-Discipline             |                                 |                  |   |   |   |   |   |                                           |                             |
| Conscientiousness           |                                 |                  |   |   |   |   |   |                                           |                             |
| Perseverance                |                                 |                  |   |   |   |   |   |                                           |                             |
| Good Judgment               |                                 |                  |   |   |   |   |   |                                           |                             |
| Flexibility                 |                                 |                  |   |   |   |   |   |                                           |                             |
| Decisiveness/Follow-through |                                 |                  |   |   |   |   |   |                                           |                             |
| Servant Spirit              |                                 |                  |   |   |   |   |   |                                           |                             |
| <b>SCORING</b>              | U<br>N<br>K<br>N<br>O<br>W<br>N | P<br>O<br>O<br>R | 1 | 2 | 3 | 4 | 5 | E<br>X<br>C<br>E<br>L<br>L<br>E<br>N<br>T | For Office Use Only         |

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

Printed Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ E-mail address \_\_\_\_\_

## Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

|                                                                                                                                                                                 |       |                                                                                                                                                                                                                                                                                                                                        |                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Print Name: Last                                                                                                                                                                | First | Middle Initial                                                                                                                                                                                                                                                                                                                         | Maiden Name                    |
| Address (Street Name and Number)                                                                                                                                                |       | Apt. #                                                                                                                                                                                                                                                                                                                                 | Date of Birth (month/day/year) |
| City                                                                                                                                                                            | State | Zip Code                                                                                                                                                                                                                                                                                                                               | Social Security #              |
| <p><b>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</b></p> |       | <p>I attest, under penalty of perjury, that I am (check one of the following):</p> <input type="checkbox"/> A citizen or national of the United States<br><input type="checkbox"/> A Lawful Permanent Resident (Alien #) A _____<br><input type="checkbox"/> An alien authorized to work until _____<br>(Alien # or Admission #) _____ |                                |
|                                                                                                                                                                                 |       | Employee's Signature                                                                                                                                                                                                                                                                                                                   |                                |
|                                                                                                                                                                                 |       |                                                                                                                                                                                                                                                                                                                                        | Date (month/day/year)          |

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

|                                                         |            |
|---------------------------------------------------------|------------|
| Preparer's/Translator's Signature                       | Print Name |
| Address (Street Name and Number, City, State, Zip Code) |            |
| Date (month/day/year)                                   |            |

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

| List A                          | OR | List B | AND | List C |
|---------------------------------|----|--------|-----|--------|
| Document title: _____           |    | _____  |     | _____  |
| Issuing authority: _____        |    | _____  |     | _____  |
| Document #: _____               |    | _____  |     | _____  |
| Expiration Date (if any): _____ |    | _____  |     | _____  |
| Document #: _____               |    | _____  |     | _____  |
| Expiration Date (if any): _____ |    | _____  |     | _____  |

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

|                                                         |            |                       |
|---------------------------------------------------------|------------|-----------------------|
| Signature of Employer or Authorized Representative      | Print Name | Title                 |
| Business or Organization Name                           |            | Date (month/day/year) |
| Address (Street Name and Number, City, State, Zip Code) |            |                       |

**Section 3. Updating and Reverification.** To be completed and signed by employer.

|                                                                                                                                                                    |                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| A. New Name (if applicable)                                                                                                                                        | B. Date of Rehire (month/day/year) (if applicable) |
| C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility. |                                                    |
| Document Title: _____                                                                                                                                              | Document #: _____                                  |
| Expiration Date (if any): _____                                                                                                                                    |                                                    |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

|                                                    |                       |
|----------------------------------------------------|-----------------------|
| Signature of Employer or Authorized Representative | Date (month/day/year) |
|----------------------------------------------------|-----------------------|

## LISTS OF ACCEPTABLE DOCUMENTS

| LIST A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | LIST B                               | LIST C                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Documents that Establish Both<br>Identity and Employment<br>Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Documents that Establish<br>Identity | Documents that Establish<br>Employment Eligibility                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ol style="list-style-type: none"> <li>1. U.S. Passport (unexpired or expired)</li> <li>2. Certificate of U.S. Citizenship (<i>Form N-560 or N-561</i>)</li> <li>3. Certificate of Naturalization (<i>Form N-550 or N-570</i>)</li> <li>4. Unexpired foreign passport, with <i>I-551 stamp</i> or attached <i>Form I-94</i> indicating unexpired employment authorization</li> <li>5. Permanent Resident Card or Alien Registration Receipt Card with photograph (<i>Form I-151 or I-551</i>)</li> <li>6. Unexpired Temporary Resident Card (<i>Form I-688</i>)</li> <li>7. Unexpired Employment Authorization Card (<i>Form I-688A</i>)</li> <li>8. Unexpired Reentry Permit (<i>Form I-327</i>)</li> <li>9. Unexpired Refugee Travel Document (<i>Form I-571</i>)</li> <li>10. Unexpired Employment Authorization Document issued by DHS that contains a photograph (<i>Form I-688B</i>)</li> </ol> | OR                                   | <ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center; margin: 5px 0;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor or hospital record</li> <li>12. Day-care or nursery school record</li> </ol> | AND | <ol style="list-style-type: none"> <li>1. U.S. social security card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>)</li> <li>2. Certification of Birth Abroad issued by the Department of State (<i>Form FS-545 or Form DS-1350</i>)</li> <li>3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (<i>Form I-197</i>)</li> <li>6. ID Card for use of Resident Citizen in the United States (<i>Form I-179</i>)</li> <li>7. Unexpired employment authorization document issued by DHS (<i>other than those listed under List A</i>)</li> </ol> |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

