**PERSONNEL RECORD FORM**

**Virginia Mennonite Missions**

*an agency of the Virginia Mennonite Conference*

901 Parkwood Drive

Harrisonburg, VA 22802

Tel: (540) 434-9727 Fax: (540) 434-7627 web: [www.vmmissions](http://www.vmmissions.org).org

Submitting this form puts you under no obligation. The information you give will help us to become better acquainted with you and to work with you for a possible assignment. Please make this as complete and accurate a record as possible. Please type or print with **black ink.**

**PERSONAL DATA**

1. Name

Home phone

2. Present Address

Work phone

 Address effective until

3. Permanent Address

Phone

 E-mail address

4. Present occupation

5. Social Security #

Citizenship

6. Passport information (if available): Number

Issue date

Place of issue

Expiration date

7. Person to notify in case of emergency

Relationship

Address

1. Gender: M F
2. Birth date

**ASSIGNMENT**

12. Check () the service arrangement you are interested in:

|  |  |  |  |
| --- | --- | --- | --- |
|   | Long Term (more than six months) |   | International Missions |
|   | Short Term (less than six months) |   | USA Missions |
|   | Partners in Mission Team (3 weeks or less) |   | Other  |

13. For what type of work do you feel best suited?

14. When are you available to begin an assignment?

Length of term preferred?

15. Indicate preference of geographical location, if any

Phone

**REFERENCES**

16. List four persons (pastor, co-worker, teacher, friend) who know you well from the standpoint of character, motivation and general qualifications. Do NOT include close relatives. Please provide complete addresses.

Name

Street Address

AND e-mail address City/State Zip

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| --- | --- | --- | --- | --- |
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|  |  |

Phone # Day & evening

**PERSONAL COVENANT \***

Believing in the Holy Bible as the inspired, fully reliable and trustworthy Word of God, I commit myself to love the

Lord God with all my heart and my neighbor as myself, and to:

 Live daily under the Lordship of Jesus Christ and the standards of Scripture.

 Participate in a local fellowship as available in the assigned place of service.

 Adapt to different cultural and social environments with sensitivity to local believers regarding appearance, conduct, values, and traditions.

 Nurture emotional, social, spiritual, and physical well being in my personal life.

 Adopt a life-style consistent with biblical teachings including peacemaking, non-violence, compassion, and stewardship while respectful of the host culture.

 Reserve sexual activity for a marriage relationship between one male and one female and refrain from supporting all other sexual activity or practice (premarital, extramarital, and homosexual).

 Treat my body as God’s gift and refrain from substance abuse.

 Recognize God’s work throughout the world in the international nature of the church, the value of a caring community and the delicate balance of creation.

 Express my faith in ways that help others to know God through Jesus Christ.

 Be accountable to the person responsible for my supervision.

*I have carefully read and affirm the* ***Personal Covenant.***

Signature Full name (type or print legibly) Date

***\**** A more complete statement of faith is the *Confession of Faith from a Mennonite Perspective* available in the Personnel Office.

**CHURCH and CHRISTIAN LIFE**

20. How long have you been a Christian?

21. Of what church are you a member?

Denomination

Pastor’s name

Phone

Street City State Zip

22. What church do you currently attend (if different from above)?

Pastor’s name

Phone

Street

9. Gender: M F

City State Zip

10. Marital Status:

Single

 Engaged: Date of wedding

 Married: Date of marriage

 Widowed: Date

 Separated: Date

 Divorced: Date finalized

Name of fiancé(e) Name of spouse

11. List names, birth dates and social security numbers of dependent children or other dependents

23. What does Christ and the Christian faith mean to you? Please share significant factors in your development as a

Christian, how you relate your faith to everyday experiences, and your call to service. *( separate sheet may be needed)*

24. What responsibilities have you had in your local congregation?

25. Evaluate your own ability to live and work harmoniously with other people, especially as part of a team.

**EDUCATION and EXPERIENCE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 26. | X or circle highest level completed: |  | *High School* |  |  | *College* |  | *Graduate School* |
|  |  | 9 | 10 11 | 12 | 1 | 2 3 | 4 | 1 2 3 4 |

27. Attach resumé **or** list schools attended (in chronological order)

|  |
| --- |
| Name of high school, college, seminary, Location Date attended Degree and year Field of StudyBible, business, nursing school City, State From To received major minor |
|  |
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28. Attach resumé **or** list occupational experience (most recent first)

|  |  |  |
| --- | --- | --- |
| Dates | Employer & Complete Address | Duties and Skills |
| **From:****To:** |  |  |
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| **From:****To:** |  |  |
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|  |
| **From:****To:** |  |  |
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29. Check () the following items in which you have had actual experience or training. Double check () those in which you have had sufficient training or experience to enable your assuming major responsibility:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Group leadership |   | Accounting |   | Agriculture |
|   | Administration |   | Money management |   | Construction skills |
|   | Preaching |   | Computer/data processing |   | Conflict resolution |
|   | Teaching |   | Creative/news writing |   | Counseling |
|   | Evangelism |   | Art and layout |   | Medical/First Aid |
|   | Music/Worship |   | Photography |  |  |

30. Additional comments about training or experience

31. What is your preferred language?

What language(s) do you speak, read or write, and how

well?

32. Describe the times and places you have lived or worked with people of a culture or ethnic background different from your own.

33. What are your long-range career interests?

34. What interests do you have for personal enjoyment (e.g. hobbies, recreation, etc)?

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**PERSONNEL RECORD FORM**

***Supplement for Long-Term International Personnel***

**GENERAL INFORMATION**

35. Please list any unresolved litigation (i.e. law suits) or financial obligations (e.g. student loans) you need to resolve prior to your time of service or that may negatively impact your ministry.

36. If you are interested in applying with other Mennonite agencies, and would like us to share your file with them, please list the names of the agencies:

**ESSAY QUESTIONS**

Answer the following questions on a separate sheet of paper. *Please type or print legibly using black ink.*

37. What is your concept for Christian witness? How do you hope to share your faith through service with VMM?

38. Please summarize your understanding of the Biblical call to nonviolence, to love others and to peacemaking, and your personal response to that call.

39. What do you feel are your strengths and weaknesses in the areas of your occupational experience? How do you envision using your knowledge, skills and experience in a VMM assignment?

40. *If married,* please comment on your marital relationship and unity regarding this assignment.

*If single,* are you comfortable with singleness and how would it affect your assignment?

**AUTHORIZATION FOR RELEASE OF REFERENCES**

I authorize the Virginia Mennonite Missions (VMM) to inquire about the information provided in this application, my work history and qualifications, and any other information that VMM considers relevant. This information may include, but is not limited to, my general character, Christian commitment and family relationships.

I authorize VMM to provide information that is considered relevant to persons with whom I might work in the VMM assignment. I authorize any person or entity to provide the requested information to VMM and release VMM and any person which provides information, from all liability arising from making the inquiries, providing the information, or deciding about my employment as a result of the inquiries or information.

In the event that this becomes a joint appointment between VMM and another agency, I hereby give my consent to have my application and information shared with the partner agency.

*Applicant’s Signature Date*

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