

GENERAL BOARD OF GLOBAL MINISTRIES

MISSION PERSONNEL

475 Riverside Drive - Room 320 New York, New York 10115, U.S.A.

Mission Personnel Phone: 212-870-3660, Fax: 212-870-3774

GBGM Website address: <http://gbgm-umc.org>

Personnel Information Form (Application for Missionary Service)

Instructions - Please Read Carefully:

1. Personal Information Form

Complete the Personnel Information Form attached. Please use a typewriter, a word processor, or download this application from gbgm-umc.org and then print out the completed form in black ink. For the Skills and Professional Experience Sheet, simply complete and return it along with your other data.

2. Request transcripts

A. From each institution of higher education which has awarded you a degree, request that your official transcript (signed by the registrar and affixed with the raised seal of the institution) be **SENT TO YOU** in a sealed envelope.

B. When you receive the transcript, do **NOT** open the envelope. Place the sealed envelope(s) containing your transcripts in a large envelope along with your completed Personnel Information Form and references (*see 4 below*).

3. Select References

A. Select six people to give you a reference.

B. Contact each one of the selected and ask for his/her permission to be listed as a reference.

C. Prepare the Reference Forms and Cover Letter:

1. Place your name and the name of the reference person in the appropriate places on each form and each letter.

D. Place a completed copy of the cover letter with a reference form and a self-addressed, stamped envelope in a separate envelope *which you will provide*. Each reference person will complete the confidential form and **RETURN IT TO YOU** with their signature affixed **ACROSS** the sealed flap of the envelope.

E. Applicants: when you receive a returned reference, do **NOT** open the envelope. CCMP and CSGMs will open the references for review.

4. Mailing Forms

When you have received all transcripts and references, place them unopened in a large envelope along with your completed Personnel Information Form and any other documentation required and mail to the Chairperson of your *Conference Committee on Mission Personnel* (CCMP) or in the absence of a CCMP chairperson to the Mission Personnel Office (address above).

GENERAL BOARD OF GLOBAL MINISTRIES

MISSION PERSONNEL UNIT

Mission PHONE 1-212-870-3660

Mission FAX: 1-212-870-3774

PERSONNEL INFORMATION FORM (Application for Missionary Service)

Name: _____

Last

First

Middle

Current Address: (until _____)

Permanent Address:

Street _____

Street _____

City/state/zip code _____

City/state/zip code _____

Country _____

Country _____

Phone (*home*) _____

Phone (*home*) _____

(*work*) _____

(*work*) _____

(*cell*) _____

(*cell*) _____

Fax _____

E-mail _____

I wish to be considered for: (*check all that apply*)

_____ Amity Program

_____ Church & Community Worker

_____ Deaconess

_____ Missionary

_____ National Plan for Hispanic and Latino Ministries

The General Board of Global Ministries (GBGM) is an international program agency of The United Methodist Church. GBGM is an equal employment opportunity employer. In accordance with Federal, state, and local laws, GBGM does not discriminate in any employment decisions on the basis of race, color, creed, national origin, gender, age, marital status, sexual orientation, disability, veteran status, or citizenship status.

CHURCH IDENTIFICATION

Local Church: _____

Address _____ Denomination _____

City, State, Zip _____ Phone Number: _____

Member since what year? _____ Name of Pastor _____

Name _____

*If United Methodist, since what year? _____

*If United Methodist, your annual conference _____

*If United Methodist, you district superintendent _____

District Superintendent Address _____

Telephone _____ E-mail _____

Ordained?

_____ Deacon (Date of Ordination : _____) _____ Elder (Date of Ordination _____)
mm/dd/yr mm/dd/yr

Are you preparing for Ordination? _____ Yes _____ No Anticipated Date: _____
mm/dd/yr

Consecrated?

_____ Diaconal Minister Date of Consecration: _____
mm/dd/yr

_____ Other Date of Consecration: _____
mm/dd/yr

Commissioned?

_____ Deaconess _____ Probationer Date of Commissioning: _____
mm/dd/yr

POSITION REQUESTED

Placement(s) for which you wish to be considered:

Country	Position

Are you willing to be considered for other types of placements? _____ Yes _____ No

If yes, please specify: _____

In other countries? Please specify: _____

Availability Date: _____ For how long? _____

Name _____

WORK EXPERIENCE:

(Include resume if available. Include all employment. Explain all interruptions in employment. If necessary, add additional page)

Dates	Organization/address	Title	Duties Performed
From: To:			
From: To:			
From: To:			
From: To:			

EDUCATION

(Please list all institutions of higher education which you have attended below.)

Name of College /Professional School	Location	Years Attended	Specialization, Major/Minor

Present Or Anticipated Qualification, Licensure Or Certification(s): *(Attach Copies Of Certificates)*

For Teachers: Qualification or certification for grade level(s) and/or subjects: *(Attach Copies Of Certificates)*

COMPLEMENTARY INFORMATION

What other information may be helpful to share as we explore with you the possibilities of Mission Service?

(e.g., responsibilities, family attitudes, personal philosophy, timing, etc.) ATTACH an extra type written sheet if necessary.

Name _____

EXPERIENCE AND VOCATION TO CHRISTIAN MISSION

(Using additional sheets of paper, please respond to each of the following questions in one concise paragraph. Number each question accordingly. Print your name on the upper left hand corner of EACH page.)

1. CHRISTIAN EXPERIENCE:

- a. In what ways do you experience the presence of God in your life? Describe the discipline you follow in your prayer life.
- b. What do you believe about the Bible?
- c. Describe ways in which you have been able to share your faith with others and lead them to believe in Jesus.

2. UNDERSTANDING OF MISSION:

- a. How do you understand the nature and mission of the Church? What influences have helped shape your understanding? How have you been involved in the mission of the Church?
- b. What factors have drawn you to pursue a vocation in mission service? Which factors have been most important?

3. PERSONAL RELATIONSHIPS AND INTERPERSONAL SKILLS:

- a. How have you prepared for participation in mission service?
- b. Why do you believe God is leading you to mission service?
- c. Describe your strengths.
- d. Describe your weaknesses.
- e. What has been your experience of your working relationship with supervisors?

4. PROFESSIONAL COMPETENCE AND EDUCATIONAL PREPARATION:

- a. Where do you believe you are called to serve, and in what capacity?
- b. What continuing education activities have you participated in during the past three years?
- c. List some titles and authors of books you have read in the past year.
- d. List newspapers and periodicals that you read regularly.
- e. Which historical person do you most admire? Why?

Name _____

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REFERENCES

Please list below the names, addresses, and phone numbers of at least five persons who are qualified to provide further information about you. Select as diverse a group of persons as possible with regard to race, gender, age, etc.

To each person listed as a reference, send a copy of the Confidential Reference Form along with the envelope provided. Make sure that the envelope is addressed to yourself.

Each person must complete the form *confidentially*. Request each reference person to enclose their completed form in the envelope provided. Have them seal the envelope, *affix their signature over the sealed flap*, and mail it back to you. When you receive the envelopes do not open them.

Place the sealed envelopes with your completed Personnel Information Form in a large envelope. When all references have been received (*see instructions*) mail the completed packet of materials directly to:

Chairperson (of your)
Conference Committee on Mission Personnel

-or-

General Board of Global Ministries
Mission Personnel
475 Riverside Drive - Room 320
New York, NY 10115, U.S.A.

1. _____
(Laity: Your current or former Pastor. Pastors: Your District Superintendent. Clergy Family: use non-relative)
2. _____
(Teacher Or Instructor In College, Seminary, Graduate School Or Any Other Learning Experience)
3. _____
(Colleague In a Learning Experience)
4. _____
(Employer, Supervisor Or Another Person Who Knows Your Work, i.e. Student, Employee, Parishioner, etc., In A Significant Work Experience, Including Volunteer/Community Work)
5. _____
(Professional Associate Or Co-Worker)
6. _____
(Good Friend)

Name _____

AUTOBIOGRAPHICAL STATEMENT

Write a clear and direct story of your life. Be sure to include the persons and events which you believe to have been of greatest significance of your development.
(Please limit your statement to no more than 2 typewritten pages.)

Name _____

Have you ever been convicted of any crime/s in any jurisdiction in the United States or any other country?*

No Yes, If yes state nature of offense, when, where, and disposition.

***A conviction record will not necessarily disqualify an applicant.**

I authorize and request my educational institutions and present* / former employers and those individuals whom I have listed as references to furnish Mission Personnel of the General Board of Global Ministries information about my work performance, ability, and other qualities relevant to my qualifications for employment. In so doing, I release them from any and all liability or damages of whatever nature arising from furnishing the requested information. (*Present employer will be contacted with your consent or after you have given notice of resignation.)

I acknowledge that consideration for Mission Personnel with General Board of Global Ministries is contingent on a thorough and comprehensive investigation of my background. I further understand that the scope of the background investigation may include the following:

Verification of employment history, including and all personnel files; education/training records; character reference; criminal arrests and convictions records; criminal and civil court records, birth and citizenship records; credit history; sex offender registry/sexual misconduct; and any other public record.

I understand that this application does not constitute an employment agreement.

I certify that the information furnished in this application is correct and complete to the best of my knowledge. I understand that any false statement, misrepresentation **or omission** of the facts given in this application will be cause for rejection of or may result in my dismissal from relationship / employment at any time. I further understand that, if selected, I understand and agree that nothing contained in this application or in the granting of the interview is intended to create an employment contract between the General Board of Global Ministries (GBGM) and myself or provide any other benefit. I agree that if employed by the GBGM, I will be an employee-at-will unless different terms are agreed to in writing by the General Secretary of the GBGM. As an at-will employee, I understand and agree that my employment is for no definite period and may be terminated at any time, and at the sole option of me or the GBGM without cause or prior notice and without liability for lost wages.

I hereby agree that the General Board of Global Ministries, in the course of considering my application, may make inquiries to ascertain information concerning my previous work record. I also understand that, if employed, my continued employment is contingent upon a satisfactory performance record.

I certify that I have personally prepared this Personnel Information Form and that the information I have provided is true to the best of my knowledge.

Signature: _____

Date: _____

Name _____

**AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS
DISCLOSURE**

By signing below, you acknowledge and understand that in connection with your application for employment with **GENERAL BOARD OF GLOBAL MINISTRIES** or when deciding whether to modify or continue your employment (if hired), we may obtain a "consumer report" and/or an "investigative consumer report" on you from a consumer reporting agency in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your eligibility for employment purposes. An investigative report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, driving history records, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, and others. You further understand that these reports may include experience information along with reasons for termination of past employment. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested, and that a consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made. You are hereby notified that you have the right to make a timely request for a copy of the above investigative background report contained in **GENERAL BOARD OF GLOBAL MINISTRIES'** files on you at the time of your request by providing proper identification and the payment of any legally permissible fees. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency and a description in writing of your rights under the Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

AUTHORIZATION

By signing below, you hereby authorize, without reservation, any party or agency contacted by this organization to furnish the abovementioned and requested information. You further authorize ongoing procurement of the above mentioned information, reports and records at any time during your employment or contract. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish **GENERAL BOARD OF GLOBAL MINISTRIES** with any and all background information in their possession regarding you, so that your employment qualifications may be evaluated.

ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS

By signing below, you certify you have read and fully understand this disclosure and authorization, all of the information you are providing is true, complete, correct and accurate, and you acknowledge that you have received the attached summary of your rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for GENERAL BOARD OF GLOBAL MINISTRIES to obtain a complete consumer report.

PRINT FULL LEGAL NAME (First, Full Middle Name, Last Name) _____

STREET ADDRESS _____

CITY STATE ZIP

SOCIAL SECURITY NUMBER / /
Date of Birth

DRIVER'S LICENSE NUMBER ISSUING STATE

OTHER OR FORMER NAMES (aka, maiden names, married names, surnames etc.) _____

CONSUMER'S SIGNATURE DATE

For California, Minnesota or Oklahoma applicants

[] If you would like to receive a copy of the consumer report, if one is obtained, please check this box and read below: If you checked the applicable box and you are a California applicant, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report. For California applicants only, if public record information about your character, general reputation, personal characteristics, and mode of living is obtained without using a consumer reporting agency, you will be supplied a copy of the public record information within seven (7) days of the employer's receipt unless you check this box. By checking this box you hereby waive your right to obtain any additional copy of the consumer report.

Name _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Name _____

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks).	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name.)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street, Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100, Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management, Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921.	Department of Agriculture Office of Deputy Administrator –GIPSA Washington, DC 20250 202-720-7051