



Application For Employment

100 Lake Hart Drive, Dept. 2800, Orlando, FL 32832

Dear Applicant:

We would like to share with you something about the purpose and work of Cru, and some information about our application process.

Cru Overview: Cru is an interdenominational ministry passionate about connecting all people with Jesus Christ. Our purpose is helping to fulfill the Great Commission in the power of the Holy Spirit by winning people to faith in Jesus Christ, building them in their faith and sending them to win and build others and helping the body of Christ to do evangelism and discipleship through a variety of creative ways. We want those who come into contact with Cru to experience changed lives, meaningful relationships and significant opportunities.

In order to accomplish such a ministry, we have people working in many different capacities: computer programmers, network administrators, office administrators and managers, accountants, receptionists, clerks, electricians, custodians, housekeepers, child care workers, and many others.

Application Information: The number of applications we receive is greater than the number of current job openings. Your application will be kept active for one year. Each application is carefully evaluated. We will contact you if you if we would like to interview you for the position for which you applied.

It is the policy of Cru to provide equal employment opportunity for all applicants and employees who share its faith and mission. Cru does not unlawfully discriminate on the basis of race, color, sex, national origin, age, or disability.

Cru regularly provides feedback and conducts performance reviews for all employees.

Thank you for considering Cru as a place to use the skills, knowledge and abilities God has given you.

Please print your name in the left margin of this front page. Clearly print your last name first, then first name and middle initial. Then fill out all pages, signing where requested. All pages are required.

Are you legally eligible for work in the United States? Yes No

Main Position desired (required) _____

Second Position desired (optional) _____

Third Position desired (optional) _____

May we have permission to consider you for a position other than these positions? Yes No

Date:

Middle Initial

First

Last,

Your Name:

Personal Information

Name _____ Email: _____

Preferred phone (_____) _____ Alternate Phone (_____) _____

Mailing address _____ City/State/ZIP _____

Main Position desired _____ Pay rate desired \$ _____

Do you desire to work full-time or part-time? Days and hours available _____

Date available to start ____/____/____

If under 18, and required by local law, do you have a current work permit? Yes No

Have you ever been employed with us? No Yes: from mo./yr. _____ to mo./yr. _____

If yes, what was your name when you were employed by us? _____

Department/Area _____ Team Leader's name _____

List any references who currently work for Cru: _____

How did you hear about us? Job Website Name _____ Ad Name _____ Friend Other _____

Education and Training

Circle highest grade completed: 7 8 9 10 11 12 College 1 2 3 4 5 6 Graduate level _____

Major and degree acquired _____ GPA _____

Name of institution, college or university _____

Other training, trade schools, certifications or classes taken _____

Typing speed _____ wpm Date last tested _____ Keyboarding speed _____ wpm Date last tested _____

Alpha/Numeric _____ kph Date last tested _____ 10 Key _____ kph Date last tested _____

Computer languages or software with which you are familiar _____

Other management, office, or clerical skills not listed above _____

Use this space to provide ANY ADDITIONAL INFORMATION which you believe would be helpful to us regarding your experience, licenses, certificates or other special qualifications not listed elsewhere in this application. _____

Employment History

(Please fill out 3 Previous Employer Information pages completely even if your resumé is included.)

On the following 3 pages list your present or most recent employer first, then your second most recent and then your third most recent. Please give accurate, complete, full-time and part-time employment information. If you do not possess all this information, we strongly encourage you to obtain it for your application materials. Incomplete information may delay or disqualify your application for employment.

Previous Employer Information

Most Recent

Employer _____ Phone (____) _____
Mailing address _____ City/State/ZIP _____
Employed (mo./yr.) from _____ to _____ Name while employed _____
Supervisor's name _____ Title _____
Position(s) held _____ Duties _____

Starting pay rate \$ _____ Final pay rate \$ _____ Reason for leaving _____

May we contact this employer regarding your employment history with them?
 Yes. (Please sign and date the release paragraph below then go on to the next page of the application).
 No. (Please state the reason why here then go on to the next page of the application). _____

Confidential Reference Release

By my signature, I _____ (applicant name), hereby authorize my previous employer above to release to Cru any and all information in their files and possession that would be pertinent to my qualifications for the position(s) for which I have applied with Cru, specifically the release of the requested information herein; and I agree that the reply to this request for information will be kept confidential and that I will not have access to it.

Signature _____ Date _____

Applicant—Do Not Write Below This Line

Previous Employer: The above named applicant has applied for a position with Cru and has indicated they were previously employed with your company. We would appreciate your help in verifying and completing the information on this page. Your reply will be kept confidential and not shared with the applicant. Your prompt attention to this request is greatly appreciated. Thank you.

Is the information entered above correct? Yes No If not, please explain: _____

Would you rehire this individual? Yes No If not, please explain: _____

Please rate this applicant in the following areas based on his/her employment with you:

	(Below Average)	Average	Above Average)
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of these areas for this previous employee is below average, please explain: _____

Signature _____ Title _____

Printed Name _____ Date _____

Previous Employer Information

Second Most Recent

Employer _____ Phone (____) _____
Mailing address _____ City/State/ZIP _____
Employed (mo./yr.) from _____ to _____ Name while employed _____
Supervisor's name _____ Title _____
Position(s) held _____ Duties _____

Starting pay rate \$ _____ Final pay rate \$ _____ Reason for leaving _____

May we contact this employer regarding your employment history with them?

Yes. (Please sign and date the release paragraph below then go on to the next page of the application).

No. (Please state the reason why here then go on to the next page of the application). _____

Confidential Reference Release

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Productivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of these areas for this previous employee is below average, please explain: _____

Signature _____ Title _____

Printed Name _____ Date _____

Previous Employer Information

Third Most Recent

Employer _____ Phone (____) _____
Mailing address _____ City/State/ZIP _____
Employed (mo./yr.) from _____ to _____ Name while employed _____
Supervisor's name _____ Title _____
Position(s) held _____ Duties _____

Starting pay rate \$ _____ Final pay rate \$ _____ Reason for leaving _____

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Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If any of these areas for this previous employee is below average, please explain: _____

Signature _____ Title _____

Printed Name _____ Date _____

Personal Relationship with Jesus Christ

Our desire is that all our employees feel comfortable in the Christian environment they experience with Cru. Because of the unique nature and purpose of our organization, you may be required to be part of team Bible studies, ministry training, prayer and worship experiences as part of your job. Also, we expect you to be able to share about your personal relationship with Jesus Christ with guests and visitors where you are working. Thus, the following information is requested as a bona fide occupational qualification.

Please explain how you began a personal relationship with Jesus Christ. _____

Church presently attending _____

City, State _____ Head pastor _____

What church activities and personal activities are you involved in for your spiritual growth and development? What leadership or service positions have you held? _____

We would like to advise you that we may conduct routine inquiries during the processing of this application that will provide us with pertinent information concerning your work abilities, character, general reputation and mode of living.

Applicants accepted for employment should clearly understand that while we desire to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. Of course, employees may elect to leave on their own accord.

I understand that because of Cru's religious character, it is exempt in some states from and does not participate in unemployment or state disability programs. It also does not offer continuing health care benefits following the end of employment under the federal program known as COBRA, however, Cru does offer Continuation of Health Care Coverage through our self-funded plan. I understand, therefore, and agree that when my employment with Cru ends, I may not be able to receive unemployment benefits. I also understand and agree that, if I become disabled, I will not be able to receive state disability insurance coverage.

I understand that my employment with Cru is for no specific term and may be terminated by me or Cru with or without notice or cause at any time. I further understand that no oral promise, Cru policy, custom, business practice, or other procedure (including Cru's Human Resources Handbook) constitutes an employment contract or modification of the at-will relationship between me and Cru.

I also declare by my signature below that the statements and information I have provided on this application are true and accurate to the best of my knowledge and belief. I understand that any intentional omission or misstatement of fact on this application will be sufficient cause for refusal to employ and/or cause for discharge.

Signature _____ Date _____

Important Policies You Should Know Before Completing This Application

It is important for us to create and maintain a positive witness for our Lord. Therefore, we have the following standards and expectations of our employees.

APPEARANCE

Appearance is a major element of our image. People who visit our facilities are from a variety of backgrounds, and it is important that our staff present a pleasing, Christ-honoring appearance. A neat and modest appearance is a requirement, and it is expected that all our staff will exercise good judgment and dress appropriately for their jobs

ATTENDANCE

Dependability on the job is essential. You are expected to report to work on time, observe time limits for breaks and lunch periods and obtain approval to leave work early. Repeated incidents of absenteeism, punctuality, tardiness and/or early departure may result in disciplinary action, including termination.

ATTITUDE

All employees are expected to maintain consistent attitudes and behaviors of friendliness, teachability, and love and concern for others. Critical or negative attitudes, gossip and conduct inconsistent with Christian standards will not be tolerated and may lead to termination. You are also expected to maintain these high standards of conduct within the local community to reflect the power of Jesus Christ in your life.

ALCOHOL AND DRUGS

The possession, use, or sale of alcohol or illegal drugs on our premises, or an employee found on the premises to be under the influence of alcohol or drugs, will constitute cause for immediate termination of employment.

CONDUCT AND CHARACTER

Cru believes that it is important that it be clear with its staff and employees about its expectation that you uphold the highest standards of biblical purity in your interpersonal relationships. Your failure to do so will adversely affect Cru's ability to achieve its missionary purposes. We believe that God's design for the gift of sexual relations is that it be exercised and enjoyed exclusively within the covenant relationship of marriage between one man and one woman. We believe it is God's plan that unmarried individuals maintain sexual celibacy and that married individuals refrain from any kind of sexual contact with anyone other than their spouse. A breach of these standards may result in disciplinary action, up to and including termination.

SMOKING

For the comfort and health of our employees, smoking is not permitted in Cru buildings or on the grounds except in personal vehicles.

SPEAKING IN TONGUES

There are many differences of opinion within the Body of Christ over the matter of speaking in tongues, and those differences are sometimes divisive in nature. As with our policy on any doctrinal issue not in accordance with the major thrust to which God has called this ministry, the leadership of Cru has adopted the following policy regarding the practice of this gift. Any Cru hourly/salaried employee who feels that he/she has the gift of tongues must refrain from promoting the public or private use of that gift as a representative of the ministry.

In practical terms this means refraining from using the gift during work hours, on ministry property, or in any activity where they represent Cru. This allows for use of the gift in public worship or privately apart from work hours.

By my signature, I am agreeing to the terms and conditions of this document.

Signature _____ Date _____

Print Name _____

Cru Statement of Faith

Please sign the Statement of Faith below only if you completely adhere to it.

The sole basis of our beliefs is the Bible, God's infallible written Word, the 66 books of the Old and New Testaments. We believe that it was uniquely, verbally and fully inspired by the Holy Spirit, and that it was written without error (inerrant) in the original manuscripts. It is the supreme and final authority in all matters on which it speaks.

We accept those areas of doctrinal teaching on which, historically, there has been general agreement among all true Christians. Because of the specialized calling of our movement, we desire to allow for freedom of conviction on other doctrinal matters, provided that any interpretation is based upon the Bible alone, and that no such interpretation shall become an issue which hinders the ministry to which God has called us.

We explicitly affirm our belief in basic Bible teachings, as follows:

1. There is one true God, eternally existing in three persons—Father, Son and Holy Spirit—each of whom possesses equally all the attributes of Deity and the characteristics of personality.
2. Jesus Christ is God the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is perfect Deity and true humanity united in one person forever.
3. He lived a sinless life and voluntarily atoned for the sins of men by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.
4. He rose from the dead in the same body, though glorified, in which He lived and died.
5. He ascended bodily into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and man, continually makes intercession for His own.
6. Man was originally created in the image of God. He sinned by disobeying God; thus, he was alienated from his Creator. That historic fall brought all mankind under divine condemnation.
7. Man's nature is corrupted, and he is thus totally unable to please God. Every man is in need of regeneration and renewal by the Holy Spirit.
8. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight.
9. It is the privilege of all who are born again of the Spirit to be assured of their salvation from the very moment in which they trust Christ as their Savior. This assurance is not based upon any kind of human merit, but is produced by the witness of the Holy Spirit, who confirms in the believer the testimony of God in His written Word.
10. The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to men. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth and seals them until the day of redemption. His fullness, power and control are appropriated in the believer's life by faith.
11. Every believer is called to live so in the power of the indwelling Spirit that he will not fulfill the lust of the flesh but will bear fruit to the glory of God.
12. Jesus Christ is the Head of the Church, His Body, which is composed of all men, living and dead, who have been joined to Him through saving faith.
13. God admonishes His people to assemble together regularly for worship, for participation in ordinances, for edification through the Scriptures and for mutual encouragement.
14. At physical death the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing.
15. At physical death the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation.
16. Jesus Christ will come again to the earth—personally, visibly and bodily—to consummate history and the eternal plan of God.
17. The Lord Jesus Christ commanded all believers to proclaim the gospel throughout the world and to disciple men of every nation. The fulfillment of that Great Commission requires that all worldly and personal ambitions be subordinated to a total commitment to "Him who loved us and gave Himself for us."

Without mental reservation, I hereby subscribe to the above statements and pledge myself to help fulfill the Great Commission in our generation, depending upon the Holy Spirit to guide and empower me.

Signature _____ Date _____

Print Name _____