**Servant** 

 **And**

 **Leadership**

 **Training**

**Internship Program**

**Summer 2022 Intern Application**

# Personal Information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alternate phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Do you have a valid driver’s license? ​*(circle one):* YES NO

License #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you have a vehicle available for your use during the summer? ​*(circle one):* YES NO

Are you able to drive manual/stick transmission? ​*(circle one):* YES NO

# Work Availability

Every intern is expected to work all of the following weeks of the summer, including training week. Check any weeks you may not be available.

|  |  |
| --- | --- |
| ❏ Orientation  | June 2-5  |
| ❏ Week 1 | June 5-12  |
| ❏ Week 2 | June 12-19  |
| ❏ Week 3 | June 19-26  |
|  Week 4 | OFF |
| ❏ Week 5 | July 11-10  |
| ❏ Week 6 | July 10-17  |
| ❏ Week 7 | July 17-24  |

Please explain any reason for weeks/days not available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Educational Background

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Name and Location  | Degree/ Diploma Obtained  | Subject Area  | Dates Attended  |
| High School (or GED)  |   |   |   |   |
| College or University  |   |   |   |   |
| Vocational Training  |   |   |   |   |

List any additional certifications or training you have received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Employment History

1. Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May we contact this employer? *(circle one):* YES NO

1. Company Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Leaving\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 May we contact this employer? *(*​ *circle one):* YES NO

# References

*Please provide one* ​***personal reference*** ​*from a non-relative.*

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide one reference that will testify about your* ​***leadership qualities***​*.*

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please provide a* ​***pastoral reference***​ *that has known you for at least 2 years.*

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Known since: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Essay Questions

*Please write your responses on a separate document.*

1. **Tell us why you want to do this internship**. *In your essay include answers to the following questions: How did you hear about us? What about this internship is especially exciting? How do you feel the internship will benefit you in the future?*
2. **Describe your relationship with the Lord**. *In your essay, include answers to the following questions: How did you first come to know Christ? Where do you feel God is calling you in the future? What kinds of roadblocks/ trials have you faced that you feel have strengthened your faith?*

# Other Questions

* **Has anyone ever accused you of physical abuse, sexual abuse, or sexual harassment?** *(Circle one)* YES NO

*If yes, give a short explanation of the complaint in the space below. Please indicate the date, nature, and place of the incident leading to the accusation, and the disposition of the matter.*

* **Have you ever been charged, arrested, or convicted of a felony or misdemeanor, regardless of the disposition of any such matter?** *(Circle one)* YES NO

*If yes, give a short explanation of the incident in the space below. Please indicate the date, nature, and place of the incident, the disposition of the allegations, and your employer at the time, including your employer’s name, address, and telephone number.*

* **Has any employer ever counseled you, reprimanded you, disciplined you, or terminated your employment, or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving record, your theft, or your mishandling of monies or company property?** *(Circle one)* YES NO

*If yes, give a short explanation of the allegations in the space below. Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employer at the time, including employer’s name, address, and telephone number.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Declaration, Authorization, and Release

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time. I authorize the employer and it’s agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so. I understand that submitting this application does not guarantee me a position with Workday’s SALT Internship and that notification of employment, if any, may not be available until May, 2019.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Workday and New City Fellowship Statement of Faith

## The Apostle’s Creed

 I believe in God, the Father almighty,

creator of heaven and earth.

I believe in Jesus Christ, his only Son, our Lord,

who was conceived by the Holy Spirit and born of the virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried.

The third day he rose again from the dead.

He ascended to heaven and is seated at the right hand of God the Father almighty.

From there he will come to judge the living and the dead.

I believe in the Holy Spirit, the holy universal church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

## The Accountability and Oversight Structures for New City Fellowship and Restore St Louis Employees.

All employees have direct responsibility for their job performance first of all to their immediate assigned supervisors and then the ministry leaders and boards they serve under.

All employees, ministries and boards have an ultimate accountability to the Executive Staff, Pastoral Staff and the Session of New City Fellowship.

## The Ethical and Core Values of all New City and Restore St Louis Ministries

We believe the values of the kingdom of God include a call to the reconciliation of all people from all nations and all social groups under the Lordship of Jesus Christ and all our ministries are meant to reflect that commitment.

We believe God has called us to the practice of true justice and righteousness for all people as defined in the Old and New Testaments, with a special concern for the poor, the widow, the orphan, the immigrant and the marginalized that all our ministries are meant to reflect. We believe the basic moral values described in the Old and New Testaments are meant to characterize our employees and volunteer leaders with the understanding that the Lord, by his grace and mercy, forgives us and empowers us to live out the righteousness required in these moral values. We also expect our employees and volunteer leaders to support these biblical expectations in their teaching and / or conversations with others. *(Continued on next page)* Because of some of the current cultural, moral realities of the broader society and for some employees who may misunderstand or lack of knowledge of traditional biblical ethics, we have included the following clarifying statements regarding some moral expectations.

Regardless of the cultural legality of the following behaviors, we do not accept any of these behaviors as consistent with Scripture or the values of our church organizations:

* The use of illegal drugs, including marijuana.
* The abuse of legal substances including the abuse of alcohol leading to drunkenness.
* Abortion.
* Gay Marriage or any other marriage relationship outside of the traditional male/female relationship.
* Sexual practices outside of traditional male/female relationships in a marriage context.

# Acknowledgement

I hereby declare that I have read, understand, and agree with all parts of the New City Fellowship and Restore St. Louis Statement of Faith. If hired, I agree to uphold these beliefs in my personal, daily life, and to help Workday and Restore St. Louis pursue its mission.

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

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# Application Checklist

*For a complete application, please be sure the following is included in your submission:*

❏ Completion of personal information, work availability, educational background, and employment history

❏ Three references

❏ Two essay questions

❏ Declaration, Authorization, and Release signature

❏ Statement of Faith acknowledgement signature

## Email completed application to Caleb Rigel, calebarigel@gmail.com