



Transforming lives through God's Word

EMPLOYMENT APPLICATION

Celebrating more than 200 years in ministry, Biblica provides God's word to guide people into a spiritual encounter with Jesus Christ. Our purpose is to help people mature in their spiritual formation through translation, publishing and Bible engagement. The work of Biblica will be complete when every person in the world is given the opportunity to encounter Jesus Christ through God's Word and be transformed.

Biblica Statement of Faith

We Believe:

In one God, eternally existent in three persons – Father, Son, and Holy Spirit;

In the absolute deity and full humanity of our Lord Jesus Christ, God the Son, His virgin birth, His sinless life, His miracles, His substitutionary and atoning death for all through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory to judge the living and the dead;

In the present ministry of the Holy Spirit, by whose indwelling the Christian is empowered to live a holy life, to witness and work for the Lord Jesus Christ;

In the divine inspiration of all 66 books of the Old and New Testaments as originally given, guaranteeing their infallibility, entire trustworthiness, and supreme authority in all matters of faith and conduct;

That all people are sinners and cannot save themselves. Salvation is received as a free gift of God's grace, apart from works, through repentance and personal faith in the redemptive work of Christ and the regenerating power of the Holy Spirit;

In the bodily resurrection of both the saved and the lost, the eternal blessedness of the saved, and the eternal punishment of the lost;

In the spiritual unity of believers in our Lord Jesus Christ who are thus members of His Body, the Church, whose work is the worship of God, perfecting the saints, and evangelization of the world.

Name:

Date:

HR Use Only

Street address:

Rec'd: _____

City:

State:

Zip code:

Ack: _____

Int'd ___Yes ___No

Contact Phone # :

Email address:

POSITION(S) APPLYING FOR: _____

Availability: Full-time Part-time Temporary Desired Salary \$ _____

How did you hear about this position? _____

EMPLOYMENT EXPERIENCE (List most recent experience first)

Dates of employment: From: _____ To: _____ Full-time Part-time

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Starting salary \$ _____ Final \$ _____

Responsibilities: _____

Greatest challenge: _____

Reason for leaving: _____

Dates of employment: From: _____ To: _____ Full-time Part-time

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Starting salary \$ _____ Final \$ _____

Responsibilities: _____

Greatest challenge: _____

Reason for leaving: _____

Dates of employment: From: _____ To: _____ Full-time Part-time

Employer: _____ Supervisor: _____

Address: _____ Phone #: _____

Position: _____ Starting salary \$ _____ Final \$ _____

Responsibilities: _____

Greatest challenge: _____

Reason for leaving: _____

May we contact your current employer? Yes No If yes, when? _____

Within the past three years, what job responsibilities have given you the most personal satisfaction and why?

EDUCATION/BACKGROUND

Include technical schools and/or other special training as it relates to the essential functions of the position(s) applied for:

Level	Name of school	City/State	Major/Minor	Years completed	Diploma/Degree
High School/ Secondary					
College/ University					
Technical/ Vocational					
Grad. School/ Seminary					
Other					

SKILLS/ABILITIES

Word Processing (___wpm) Data Entry Ten-Key Editing Filing Administrative E-mail
 Spreadsheet Customer Service Other: _____

Computer: Windows PC(or compatible) Mac Other: _____

If applicable, list your software knowledge and your level of proficiency (basic, intermediate, or advanced):

Type (Specify particular software application)	Version	Proficiency
Word-processing:		
Excel:		
Power Point:		
Graphics		
Other:		

The job description along with essential functions of the position will be reviewed at the time of the interview.

List your career goals for the next three to five years _____

SPIRITUAL BACKGROUND: Biblica is a Christian organization. All staff members must have a personal relationship with Jesus Christ; believe in the power of God's word in transforming people's lives and be an active participant in in a local Christian church. Help us evaluate your compatibility with our ministry. Please describe your personal relationship with Jesus Christ:

Please list your local Christian church home: _____

How are you currently serving in your local Christian church? _____

Describe your spiritual discipline practices (Bible study, accountabilities, personal lifestyle, etc.): _____

Are you legally eligible to work in the U.S? Yes No

Have you ever been convicted of a criminal offense (misdemeanor or felony, other than minor traffic violations) in a court of law? Yes No

If yes, please give the nature of the offense, date of conviction, and location of the court:

PROFESSIONAL/CHARACTER REFERENCES

Supervisor	Address	Telephone
Pastor/spiritual leader	Address	Telephone
Co-worker	Address	Telephone
Biblica staff member (if possible)	Address	Telephone
Other	Address	Telephone

APPLICANT STATEMENT

I authorize Biblica to investigate all statements made by me in this application, and review any civil or criminal records concerning me, except for such records as are sealed according to state or federal law.

I also authorize Biblica to contact employers, references and others whose names I have provided on this application, or those whom I may identify in an interview; I also authorize these persons to provide Biblica with any information requested as part of the interview/reference process. These individuals, as well as Biblica are released by my signature of any claims I might have arising out of any discussions involving me, or the provision of any information or records regarding me.

I understand that false, misleading or inaccurate information given in my application or interviews could result in my failure to receive an offer, or if hired, could result in my dismissal from employment with Biblica.

I agree with and will support Biblica's Statement of Faith.

I understand that this application does not constitute an offer of employment and that it does not create, nor is it intended to create a contract of employment

Biblica is an "at will" employer, as allowed by the At Will provision of Colorado employment law. I understand that this means in the same manner that an employee has a right to separate from employment at any time based on his/her desire to do so, Biblica reserves the right to sever the employment relationship at any time. _____ Initial for online submit

Signature (required upon interview)

Date