

## Staff Application Form

### Application Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> Complete Application                          | <input type="checkbox"/> Sign application (page 8, bottom)                               |
| <input type="checkbox"/> Include a recent photo of yourself (optional) | <input type="checkbox"/> Criminal Record Check at any RCMP office (Complete upon hiring) |
| <input type="checkbox"/> Complete and send personal faith journey      | <input type="checkbox"/> Enclose your personal resumé                                    |
| <input type="checkbox"/> Find 3 references                             | <input type="checkbox"/> Abuse Registry Check  |

(For the following, attach a separate sheet if needed. Remember we cannot process your application until all of the above have been received. It is your responsibility that all references are prompt.)

### Personal Information

Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

### Permanent Address

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ City \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Available at this address from (date) \_\_\_\_\_ to \_\_\_\_\_  
 Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

### Temporary Address (i.e. in dorm)

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ City \_\_\_\_\_  
 Phone ( ) \_\_\_\_\_ Available at this address from (date) \_\_\_\_\_ to \_\_\_\_\_  
 Fax ( ) \_\_\_\_\_ Email \_\_\_\_\_

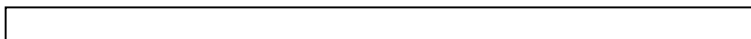
Drivers License: \_\_\_ Y \_\_\_ N # (if yes) \_\_\_\_\_ Class \_\_\_\_\_  
 S.I.N. # \_\_\_\_\_ Healthcare # \_\_\_\_\_ Prov. \_\_\_\_\_  
 Sex: \_\_\_ M \_\_\_ F Status: \_\_\_ Single \_\_\_ Married \_\_\_ Other: \_\_\_\_\_  
 Present Occupation (if a student, give year and program) \_\_\_\_\_

### In Case of Emergency

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov.: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

### Church Information

Home Church \_\_\_\_\_ City: \_\_\_\_\_  
 Current Church \_\_\_\_\_ City: \_\_\_\_\_  
 Are you a member of a church? \_\_\_ yes \_\_\_ no Church: \_\_\_\_\_  
 Church Attendance: \_\_\_ Regularly \_\_\_ Occasionally \_\_\_ Seldom  
 Pastor: \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Youth/College Pastor: \_\_\_\_\_ Phone ( ) \_\_\_\_\_



I would like to volunteer my services without pay: **yes** **no**

## Reference Information

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Please list the names and addresses of people who you know who have agreed to act as your references. One should be a Parent/Guardian, another should be Christian Worker (Pastor, Professor), and the last should be an adult acquaintance. At the end of this form are reference sheets you can give your references with a stamped envelope with LBE's address, or you can leave them for us to contact via phone. Please be aware we cannot process your form without this information.

*Remember, we cannot process your application until we receive the following references!*

1. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_  
Position/Relationship: \_\_\_\_\_

## Type of Service

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Please indicate the position (s) you would like to apply for. Indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices.

- Summer Team (May 10- August 20)                       Summer Staff (June 28- Aug 20)  
 Full Time Staff (year-round)                       Part Time Staff (year-round)

Please indicate your program of interest. Indicate 1<sup>st</sup> and 2<sup>nd</sup> choice

- Children's Day Camps                       Camp Discovery (week long overnight camp)  
 Teen Summer Ministry                       Summer Berry Adventure (Overseeing Youth Entrepreneur Program)  
 Sidewalk Truck Ministry  
(Share the gospel with children in an outdoor setting)

## Areas of Interest and Experience

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For the following lists, put a '1' beside the activities you are qualified to lead, organize, and teach. Place a '2' beside those you can assist in. Check those in which you are interested.

### The Great Outdoors

- Canoeing
- Archery
- Wall Climbing
- Survival Skills
- Ropes/ Wall Climbing
- Sling Shots

### Artsy & Craftsy

- Painting/Drawing
- Candle Making
- Leather/Bead Work
- Ring Making
- Music
- Pottery/ Wood working

### The Extra Fun Stuff

- Big Crazy Group Games
- Animation
- Worship Leading
- Sports
- Puppeteer
- Drama

What training do you have in first aid and/or CPR? (Please attach a copy of your current certification in swimming first aid, and CPR)

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How would you rate your musical and/or voice ability and experience? \_\_\_\_\_

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Do you have any other hobbies that you feel may enhance the program here at Living Bible Explorers? \_\_\_\_\_

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## Ministry Experience

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Briefly describe your previous ministry experiences.

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## More About You

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All applicants are required to submit a current resume. Include employment and volunteer positions. Use a separate piece of paper if needed. Should you be hired, you will be required to provide a personal police record and abuse registry check.

1. Why do you want to be a part of Living Bible Explorers' ministries?

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2. At the present time, are you involved in some sort of Christian service?

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3. What are some personal goals you'd like to accomplish?

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4. What are some personal challenges you expect to face in this position?

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5. What life experiences have been significant in shaping you as a person?

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6. What are some talents, spiritual gifts, or desires that would be an asset to your position/ministry at Living Bible Explorers?

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## Medical Information

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Do you have any medical conditions that would affect your work at camp?

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Do you suffer from any of the following?

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Diabetes         | <input type="checkbox"/> Epilepsy                     | <input type="checkbox"/> Hay Fever      | <input type="checkbox"/> Rheumatism         |
| <input type="checkbox"/> AIDS             | <input type="checkbox"/> Throat Infections            | <input type="checkbox"/> Ear Infections | <input type="checkbox"/> Frequent Headaches |
| <input type="checkbox"/> Allergies/Asthma | <input type="checkbox"/> Other (Please specify) _____ |   |   |

# Personal Reflection

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Circle all appropriate comments in each category (please be HONEST!)

## Christian Testimony

Effective  
Depends on the people I'm with  
Weak  
Have no testimony  
Find it difficult to share it

## Responsibility

Dependable  
Easily discouraged  
Never give up  
A quitter  
Need constant supervision  
Meet average expectations  
Do over and above what is asked

## Personality

Introvert  
Extrovert  
Optimist  
Pessimist  
Creative  
Initiator  
Aggressive  
Easy-going  
Critical  
Encourager  
Sense of humour  
Well disciplined  
Poor personal discipline  
Submissive to authority  
Cooperative  
Uncooperative

## Attitudes towards children

Love them  
Enjoy them  
Tolerate them  
Can't stand them

## Physical Health

Rugged  
Average  
Tire quickly  
Frequent colds  
On medication  
Health Problems  
Allergies

## Social Life

Friendly  
Am a loner  
Need considerable privacy  
Outgoing  
Shy  
Lean on others  
Drift in and out of friendships  
Get along well with others  
Have difficulty making friends  
Contribute to others

## Flexible

Adjust quickly  
Adjust with difficulty  
Enjoy change  
Resistant to change

## Cooperating with others

Well  
Fairly well  
Work best alone  
Stubborn  
Cause friction  
Cooperative

## Leadership Ability

With peer group: Follower,  
pate setter, accept responsibility  
when asked  
With children: Exceptional, comes  
natural, enjoy leading, have  
never tried but wanted to.

## Work Habits

Enjoy work  
Procrastinate  
Complete assignments  
Lazy  
Let others do it if possible  
Follow instructions carefully  
Ignore instructions  
Sloppy  
Perfectionist  
Do just enough to get by  
Take pride in my work  
On time  
Often late  
A quitter  
Rarely give up  
Dependable

## Emotional Stability

Stable  
Irritable  
Anxious  
Peaceful  
Occasional depression  
Difficult to control my temper  
Control my emotions  
Nervous

## The Outdoors

Enjoy it  
Avoid it

## Personal Values

Divorce is:  
acceptable sin undecided  
Premarital sex is:  
acceptable, sin, undecided  
Homosexual activity is:  
acceptable, sin, undecided

# Christian Life & Testimony

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Number from 1-8 what influences your decisions: (1 being the strongest influence)

<input type="checkbox"/> Peer pressure	<input type="checkbox"/> My parents	<input type="checkbox"/> My church
<input type="checkbox"/> The Bible	<input type="checkbox"/> Personal convictions	<input type="checkbox"/> Financial security
<input type="checkbox"/> Circumstances	<input type="checkbox"/> Traditions	

Have you been involved, accused or convicted of a sexual, emotional, or physical abuse?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Please check one) if yes, further explain

## Personal Spiritual Journey

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On a separate piece of paper, please respond to the following:

- In your own words, describe: who is God; who is Jesus; who is the Holy Spirit. What you understand a born again Christian to mean.
- Describe your relationship with God.
- What struggles have you faced that God has given you victory over? (I.E. drugs, abuse)
- Recent areas of spiritual growth and how you are growing in your faith.
- Hobbies, interests, and anything you feel we should know about you.

## Living Bible Explorers Code of Confidentiality

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I \_\_\_\_\_ agree to adhere to the following code of confidentiality:

I will keep any information communicated to me by a child, teen, volunteer, or any other participant in Living Bible Explorer's programs, completely confidential, understanding that in my role as a volunteer I hold a place of trust. This means that I will not communicate any confidences made to me, or speculate on them, regardless of how widespread the information is known. If the information that has been communicated to me puts me, other people, or the person in question at risk, I will immediately seek consultation from the Overseer(s) of the program after first telling the child/teen/person that this is my intention.

## Statement of Faith and Purpose

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### Statement of Faith

- a. There is one God, eternally existing in Three Persons; Father, Son, and Holy Spirit.
- b. Jesus Christ was conceived by the Holy Spirit and born of the virgin, Mary.
- c. Personal redemption has been accomplished solely by the shed blood, the Resurrection, and the Ascension of our Lord Jesus Christ, Son of God, Who was made a sin and a curse for us, dying in our place.
- d. By nature, all are lost apart from Jesus Christ. Salvation is by God's Grace alone, through Faith in Jesus Christ.
- e. The Scriptures of the Old and New Testaments were inspired by God and are without error in the original writings.
- f. The scriptures are the correct rule for life and conduct.
- g. The God of the Bible is real and He invites people to put their lives under His control, so that He can give them a joyous and meaningful life.

### Purpose

- a. To provide a regular place and program of religious instruction and worship for children and their families in the core areas of the city of Winnipeg.
- b. To evangelize and disciple children and their families in the core areas of the city of Winnipeg.
- c. To establish and direct programs and activities that will achieve these purposes.

# Qualifications Of LBE Leaders

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Living Bible Explorers is ministering to impressionable young people. We strive to teach the Gospel of Jesus Christ and the biblical principles and laws of Christian life. We must honestly model what we teach and be Christians of character who “lives the life” and does not just talk about it. It is fair to say God is more concerned about present character and behavior, and not past failures (Galatians 5:22-25). He expects progressing maturity and not immediate perfection (Philippians 3:10-16). When we realize where we would be without Jesus Christ in our lives, we now have the basis of a personal testimony of God’s transforming grace (1Tim. 1:8-14).

## ***These are our expectations of you:***

1. **That you have prayed and invited Jesus Christ into your heart and you are born again, saved, and washed by His blood.** Romans 10:9-10 says... *“That if you confess with your mouth, “Jesus is Lord,” and believe in your heart that God raised Him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved.”* (If you are not sure of this we would love to pray with you.)
2. **That you are attending a church regularly.** Membership is up to you personally but it is recommended. Fellowship with Christians in a church is not only important to your growth, but is also obedience to the Word of God. Hebrews 10:26 *“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another”*.
3. **That you are water baptized.** Peter replied, *“Repent and be baptized, every one of you, in the name of Jesus Christ for the forgiveness of your sins.”* Acts 2:38. If you haven’t been baptized we can arrange this or we encourage you to talk to your pastor for his direction.
4. **That you are learning generosity.** Giving gifts and tithes out of your own resources is a sign of maturity, obedience and God’s work on our heart. As we work with the poor, this grace becomes very important to your personal impact in others lives. *“Each person should give what he has decided in his heart to give, not reluctantly or under compulsion, for God loves a cheerful giver.”* 2 Corinthians 9:7
5. **That you read and study your Bible regularly.** *“Your word is a lamp to my feet and a light to my path.”* Psalm 119:105. God will speak to you through His word. With the knowledge of His word we are filled with truth to share at LBE and in our daily life. *“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.”* 2 Timothy 2:15. (If you need a Bible, let us know.)
6. **That you can pray.** The two areas we need to see you develop are first for yourself, that you can seek your needs by faith from God, and secondly that you learn to pray with others and in particular with the young people to whom you are ministering. Prayer ministry time is very important at LBE and you will be called upon to be involved. We offer instruction and we will help you minister in a team where appropriate. *“And pray in the Spirit on all occasions with all kinds of prayer and requests. With this in mind, be alert and always keep on praying for all the saints (fellow Christians).”* Ephesians 6:18
7. **That you are a worshiper.** God desires worshipers. *“...the true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks.”* John 4:23. You may be expressive or quiet, but we want LBE members to let everyone know who is our King and how we love him. Singing, dance, hand clapping, actions, instruments, raising hands and bowing down are all welcomed biblical expressions of our worship to God.
8. **That you are a team player.** Our desire is to work as a team. Just as the church is one body we need all the parts working together. We discourage “lone rangers” and require all to work as “team players”. You need to support, encourage, and hold accountable other team members. We need to be respecting ideas, code of ethics, pursue Godliness together, and strive to grow in love.
9. **That you walk in submission.** We are human and can make mistakes, but God asks that we walk in submission to the authorities in our lives. Respect the authority in place at LBE and approach us in love as you see need. *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God.”* Romans 13:1

# Living Bible Explorers Lifestyle And Morality Standards

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This policy sets out standards and principles that express loving faithfulness and service to Christ as a condition of service with Living Bible Explorers, whether as a volunteer or an employee.

In all its endeavours, LBE seeks to glorify God. Volunteers and employees of Living Bible Explorers are required to fully support the objects of LBE, to endorse the Christian commitment of the membership, and to conduct themselves in a manner consistent with principles of Scripture. The points outlined in this policy are based on Scripture<sup>1</sup>, which is accepted LBE to be the final authority in matters of faith and conduct.

All who serve with LBE are encouraged to establish personal, spiritual disciplines that will foster and promote a deep, intimate relationship with God, which is essential to effective service as a Christian believer. This includes prayer, Bible study, regular church attendance, and sharing of faith and beliefs with others. Active membership in a church with beliefs that are consistent with Living Bible Explorers' *Statement of Faith* and *Qualifications of a Volunteer* is a requirement to demonstrate a personal commitment to the Lord Jesus Christ. Living Bible Explorers rejects the following conduct, viewing it as being incompatible with Christian standards and values for a personal lifestyle of anyone serving with Living Bible Explorers:

- |  |   |
|--|---|
| 1. Breach of trust or confidence                   | - Matt. 5:37;19:18; Philippians 4:8; 1 John 3:3   |
| 2. Lying or deceit                                 | - Matthew 5:37;19:19; Ephesians 4:25,29   |
| 3. Extramarital sexual relationship(s) (adultery)  | - Exodus 20:14; Leviticus 18; Matthew 5:27-32; 19:9,18-19; Romans 7:3; 1 Corinthians 5:1-2,9-13; 6:9-10,13-20; 10:8; Ephesians 5:3-5; 1 Thessalonians 4:1-8; Hebrews 13:4 |
| 4. Premarital sexual relationship(s) (fornication) | - Exodus 20:14; Leviticus 18; Matthew 5:27-32; 19:9,18-19; Acts 15:29; 1 Cor. 5:1-2,9-13; 6:9-10,13-20; 10:8; Ephesians 5:3-5; 1 Thessalonians 4:1-8; Hebrews 13:4        |
| 5. Reading or viewing pornographic material        | - Philippians 4:8; Colossians 3:5; 1 John 3:3   |
| 6. Homosexual relationship(s)                      | - Leviticus 18; Romans 1:26-27; 1 Cor. 10:8; 1 Thessalonians 4:3; Hebrews 13:4  |
| 7. Theft or fraud                                  | - Exodus 20:15,17; Matthew 5:37   |
| 8. Physical aggression                             | - Leviticus 18; Philippians 4:8; 1 Timothy 5:22; 1 John 3:3   |
| 9. Abusive behaviour                               | - Leviticus 18; Philippians 4:8; 1 Timothy 5:22; 1 John 3:3   |
| 10. Sexual assault/harassment                      | - Leviticus 18; 1 Timothy 5:22; 1 John 3:3  |
| 11. Using illicit drugs                            | - Philippians 4:8; 1 Timothy 5:22; 1 John 3:3   |
| 12. Criminal activity                              | - Exodus 20:12-17; Matthew 5:37; 1 John 3:3   |

## Enforcement Of Morality Standards

In the event of a violation or breach of these standards. Living Bible Explorers will work to bring about the restoration of the individual in order to maintain a working relationship with the organization dependent upon the nature and extent of the violation or breach. The restoration process allows for a three-stage process, the second and third stages being at the total discretion of LBE.

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<sup>1</sup> Genesis 1.27-28; 2.18-25; Exodus 20; Leviticus 18; Deuteronomy 4.2; Psalm 119.89; Proverbs 5.19-19; Matthew 5.17-19; 5.27-32, 37; 19.3-9; 18-19; Mark 13.31; Acts 15.29; Romans 1.26-27; 7.2-3; 15.4; 1 Corinthians 5.1-2, 9-13; 6.9-10,13-20, 7.3-5, 8-9; 10.6-11; Ephesians 4.25,29; 5.3-5; Philippians 4.8; Colossians 3.5; 1 Thessalonians 4.1-8; 1 Timothy 5.22; Hebrews 13.4; 1 John 3.3.

The first stage of restoration shall be a review of the problem by the supervisor and/or the General Manager together with the individual.

The second stage is the "restorative" process that is dependent not only on the repentance by the individual in reference to the conduct complained of but also on the nature and severity of the breach or violation. In the second stage, LBE may recommend that the individual undergo professional counselling and assessments and may apply a probationary period of involvement with LBE to allow for the correction of the conduct or behaviour of the individual. When restoration is deemed complete and is determined to be successful, as determined in the sole discretion of LBE, then LBE will provide ongoing support and accountability for the individual.

The third stage of is the termination of the working relationship between the individual and Living Bible Explorers. Because the violation of this policy by the individual is recognized by LBE and the individual as a fundamental breach of the relationship, the individual accepts that LBE may in its sole discretion terminate the relationship without notice or compensation.

At functions where an individual is attending as a representative of Living Bible Explorers, abstinence from supportive discussion and/or use of tobacco and alcohol is required out of respect for the diversity of opinion within the evangelical community on the use of these products, and to give extra care to avoid causing an offence or setting an inappropriate example. The use of tobacco is discouraged out of consideration for the health and well-being of the individual, his or her work associates, and family.

### **Signing Below Affirms That:**

I have read through the Staff Application Package. I have read and agree with the Living Bible Explorers **Code of Confidentiality, Statement of Faith, Qualification of Leaders, and Lifestyle and Morality Standards**. These policies are put into place to ensure a safe, positive environment in which Christ can be glorified. I agree to abide by the policies established by LBE while employed by Living Bible Explorers. I recognize that the main goal of LBE is to guide children and teens in areas of spiritual maturity. To the best of my knowledge, the enclosed information is both accurate and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Living Bible Explorers Reference Form

At LBE we provide the opportunity for God to work in the lives of those who attend our programs through the active involvement of each staff member. Our program is demanding and taxing. Being a member of the staff is not an easy task. We require that each staff member is growing in spiritual and emotional maturity, as well as being loving, responsible, creative, and prepared to serve. The inner city environment is also a place where there is opportunity for personal growth. LBE provides an atmosphere in which each staff member can expect to learn, be stretched and be challenged to a closer relationship with Jesus Christ.

## Applicant Information

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position Applied For: \_\_\_\_\_

## Reference Information *Note: The information in this reference is confidential, do not return to applicant.*

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Mail to: Living Bible Explorers  
600 Burnell St.- Wpg, MB - R3G 2B7  
Fax To: (204) 775-7525

Please answer the questions you can justly answer to the best of your knowledge. Be aware we cannot process the applicant without this form. Mail/ fax this form within 5 days.

## Your Experience with the Applicant

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity/ relationship? \_\_\_\_\_
3. At what place do you feel the applicant is at in his/her spiritual life?  
\_\_\_\_\_  
\_\_\_\_\_
4. Is the applicant able to accept instruction and correction?  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the applicant's attitude toward authority?  
\_\_\_\_\_  
\_\_\_\_\_
6. What is the applicant's willingness to do unpleasant or unforeseen tasks?  
\_\_\_\_\_  
\_\_\_\_\_
7. What is the applicant's ability to control anger/frustration? How tolerant is the applicant?  
\_\_\_\_\_  
\_\_\_\_\_
8. Is the applicant appropriate and effective in his/her interaction with children/youth?  
\_\_\_\_\_  
\_\_\_\_\_
9. Are there any tendencies or traits which you feel might reduce, or enhance the effectiveness of the applicant in our ministry program?  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you recommend this applicant as a staff member for our programs? Yes No Please Explain.  
\_\_\_\_\_  
\_\_\_\_\_
11. Additional comments (Suggestions for directing the applicant and candid comments are helpful)  
\_\_\_\_\_  
\_\_\_\_\_
12. Would you like a phone call from the program director regarding this applicant? Yes No

Any further comments or questions may be directed to \_\_\_\_\_, at  
Living Bible Explorers – 600 Burnell St. – Winnipeg, MB – R3G 2B7 - Ph: (204) 786-8667

**Circle all appropriate comments in each category regarding this applicant.**

**Christian Testimony**

Effective  
Depends on people he/she is with  
Weak  
Has no testimony  
Enjoys sharing his/her testimony  
Finds it difficult to share his/her testimony

**Personality**

Introvert  
Extrovert  
Optimist  
Pessimist  
Creative  
Initiator  
Aggressive  
Easy-going  
Critical  
Encourager  
Sense of humour  
Well disciplined  
Poor personal discipline  
Submissive to authority  
Cooperative  
Uncooperative

**Flexibility**

Adjusts quickly  
Adjust with difficulty  
Enjoys change  
Resistant to change

**Physical Health**

Rugged  
Average  
Tires quickly  
Frequently sick  
On medication  
Health problems  
Allergies

**Cooperative with Others**

Well  
Fairly well  
Works best alone  
Stubborn  
Causes friction  
Cooperative  
Excellent

**Responsibility**

Dependable  
Easily discouraged  
Never gives up  
A quitter  
Needs constant supervision  
Meets average expectations  
Does over and above what is asked

**Social Life**

Friendly  
Is a loner  
Needs considerable privacy  
Outgoing  
Shy  
Leans on others  
Drifts in and out of friendships  
Gets along with others  
Has difficulty making friends  
Contributes to others

**Emotional Stability**

Stable  
Irritable  
Anxious  
Peaceful  
Easily discouraged  
Occasional depression  
Difficulty controlling temper  
Nervous  
In control of emotions

**Work Habits**

Enjoys work  
Procrastinates  
Completes assignments  
Lazy  
Lets others do it whenever possible  
Follows instructions carefully  
Ignores instructions  
Sloppy  
Perfectionist  
Does just enough to get by  
Takes pride in his/her work  
On Time  
Often late  
A quitter  
Rarely gives up  
Dependable

**Leadership Ability**

With peer group: Follower, pace setter, accepts responsibility when asked  
With youth: Exceptional, comes naturally, enjoys leading children, has never tried.

**Attitude Towards Children/ Teens**

Loves Them  
Enjoys them  
Tolerates them  
Can't stand them

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Prov/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_
13. Is the applicant able to accept instruction and correction?  
\_\_\_\_\_  
\_\_\_\_\_
14. What is the applicant's attitude toward authority?  
\_\_\_\_\_  
\_\_\_\_\_
15. What is the applicant's willingness to do unpleasant or unforeseen tasks?  
\_\_\_\_\_  
\_\_\_\_\_
16. What is the applicant's ability to control anger/frustration? How tolerant is the applicant?  
\_\_\_\_\_  
\_\_\_\_\_
17. Is the applicant appropriate and effective in his/her interaction with children/youth?  
\_\_\_\_\_  
\_\_\_\_\_
18. Are there any tendencies or traits which you feel might reduce, or enhance the effectiveness of the applicant in our ministry program?  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you recommend this applicant as a staff member for our programs? Yes No Please Explain.  
\_\_\_\_\_  
\_\_\_\_\_
13. Additional comments (Suggestions for directing the applicant and candid comments are helpful)  
\_\_\_\_\_  
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14. Would you like a phone call from the program director regarding this applicant? Yes No

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Living Bible Explorers – 600 Burnell St. – Winnipeg, MB – R3G 2B7 - Ph: (204) 786-8667

**Circle all appropriate comments in each category regarding this applicant.**

**Christian Testimony**

Effective  
Depends on people he/she is with  
Weak  
Has no testimony  
Enjoys sharing his/her testimony  
Finds it difficult to share his/her testimony

**Personality**

Introvert  
Extrovert  
Optimist  
Pessimist  
Creative  
Initiator  
Aggressive  
Easy-going  
Critical  
Encourager  
Sense of humour  
Well disciplined  
Poor personal discipline  
Submissive to authority  
Cooperative  
Uncooperative

**Flexibility**

Adjusts quickly  
Adjust with difficulty  
Enjoys change  
Resistant to change

**Physical Health**

Rugged  
Average  
Tires quickly  
Frequently sick  
On medication  
Health problems  
Allergies

**Cooperative with Others**

Well  
Fairly well  
Works best alone  
Stubborn  
Causes friction  
Cooperative  
Excellent

**Responsibility**

Dependable  
Easily discouraged  
Never gives up  
A quitter  
Needs constant supervision  
Meets average expectations  
Does over and above what is asked

**Social Life**

Friendly  
Is a loner  
Needs considerable privacy  
Outgoing  
Shy  
Leans on others  
Drifts in and out of friendships  
Gets along with others  
Has difficulty making friends  
Contributes to others

**Emotional Stability**

Stable  
Irritable  
Anxious  
Peaceful  
Easily discouraged  
Occasional depression  
Difficulty controlling temper  
Nervous  
In control of emotions

**Work Habits**

Enjoys work  
Procrastinates  
Completes assignments  
Lazy  
Lets others do it whenever possible  
Follows instructions carefully  
Ignores instructions  
Sloppy  
Perfectionist  
Does just enough to get by  
Takes pride in his/her work  
On Time  
Often late  
A quitter  
Rarely gives up  
Dependable

**Leadership Ability**

With peer group: Follower, pace setter, accepts responsibility when asked  
With youth: Exceptional, comes naturally, enjoys leading children, has never tried.

**Attitude Towards Children/ Teens**

Loves Them  
Enjoys them  
Tolerates them  
Can't stand them

# Living Bible Explorers Reference Form

At LBE we provide the opportunity for God to work in the lives of those who attend our programs through the active involvement of each staff member. Our program is demanding and taxing. Being a member of the staff is not an easy task. We require that each staff member is growing in spiritual and emotional maturity, as well as being loving, responsible, creative, and prepared to serve. The inner city environment is also a place where there is opportunity for personal growth. LBE provides an atmosphere in which each staff member can expect to learn, be stretched and be challenged to a closer relationship with Jesus Christ.

## Applicant Information

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Position Applied For: \_\_\_\_\_

## Reference Information *Note: The information in this reference is confidential, do not return to applicant.*

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_

Prov/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Mail to: Living Bible Explorers  
600 Burnell St.- Wpg, MB - R3G 2B7  
Fax To: (204) 775-7525

Please answer the questions you can justly answer to the best of your knowledge. Be aware we cannot process the applicant without this form. Mail/ fax this form within 5 days.

## Your Experience with the Applicant

19. How long have you known the applicant? \_\_\_\_\_
20. In what capacity/ relationship? \_\_\_\_\_
21. At what place do you feel the applicant is at in his/her spiritual life?  
\_\_\_\_\_  
\_\_\_\_\_
22. Is the applicant able to accept instruction and correction?  
\_\_\_\_\_  
\_\_\_\_\_
23. What is the applicant's attitude toward authority?  
\_\_\_\_\_  
\_\_\_\_\_
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