



EMPLOYMENT APPLICATION

P. O. Box 152
Chehalis, WA 98532-0152
360-748-8611
FAX 360-748-8621
info.loveinclc@gmail.com

Hours:
Monday - Thursday
9 am – 3 pm
Friday: 9am – 12 Noon

NAME _____ Phone: _____ E Mail _____

Address _____ City _____ Zip Code _____

Date of Birth _____ Place _____

What Church do you attend? _____

Member? _____ How many years _____

Pastor's Name _____

Three References, NOT family or Pastor (Pastor will be contacted)

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Education _____

Military Service? _____

What are your interests/hobbies _____

Have you ever had experience with any of the following? If so, please explain on page 3.

____ Mental health problems and/or treatment

____ Drug or alcohol abuse and/or treatment

____ Domestic violence

Have you ever been convicted of a felony or serious misdemeanor offense ? If so, please explain on page 3.

YES _____ NO _____

Do you possess a valid driver's license from the State of Washington? If no, please explain on page 3

Yes _____ NO _____ Driver's License Number _____

In difficult times in your life, to whom do you go for help/support? _____

PLEASE INCLUDE A RESUME OF YOUR EMPLOYMENT HISTORY WITH THIS APPLICATION

LOVE INC Statement of Faith

I believe in God, the Father Almighty, Creator of heaven and earth.

I believe in Jesus Christ, His only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

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

On the third day, He rose again.

He ascended into Heaven and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

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

ADDITIONALLY, I believe that the only way to salvation is through a personal relationship with Jesus Christ, as Lord and Savior. **AND**, I believe the Bible to be the inspired, the only infallible, authoritative Word of God.

Affirmation of Agreement with this Statement of Faith

I affirm that I personally agree with this Christian Doctrine and that I attempt to conduct my life in accordance with these Truths. While sharing my Christian testimony or beliefs with anyone whom I am attempting to serve under Love INC, I will do so in view of these basic Scriptural concepts.

On the back of this page write a short paragraph of your salvation experience.

Name (print)

Signature

Date

CONFIDENTIALITY AGREEMENT AND BACKGROUND CHECK

- We regard our positions and ministries as a sacred trust and each client as valuable. Therefore, we Do not discuss client matters with those not involved in the helping process.
- All employees are required to sign a confidentiality agreement before working with any clients.

I will protect the confidentiality of all individuals who may request service through Love, INC. I agree that I will not disclose or discuss information regarding any client, or client's circumstances, except by permission of the client, to any unauthorized person or persons outside of my sphere of service unless required by law.

Also, I understand and give permission for Love INC to make a background check on me for the last ten years in Washington State.

Signed

Date

JOB DESCRIPTION MINISTRY COORDINATOR

Job Title: Ministry Coordinator

Purpose:

1. Oversee the recruitment, training and leadership to the volunteers toward the achievement of the mission of Love INC of LC.
2. Assist in the goals and objectives of Love INC of LC.
3. Assist the Executive Director as needed.
4. Encourage and supervise the activities of the Love INC staff and volunteers.

Responsibilities:

1. Recruit, cultivate and nurture relationships with volunteers, providing spiritual leadership and exhibiting spiritual maturity, integrity and fostering commitment to Love INC.
2. Go over volunteer handbook with new volunteers and obtain signatures for all attachments, give signed attachments to executive director. Ensure that all insurance requirements are complied with.
3. Receive volunteer applications; contact, ensure appropriate screening is done and make an appointment to interview applicant for the proper department within one week.
4. Schedule volunteers as needed for special needs projects.
5. Assist, support and nurture relationships with area pastors, groups within churches and community agencies.
6. Attend appropriate meetings to extend knowledge and familiarity of Love INC National.
7. Recruit and oversee volunteer prayer coordinator's activities.
8. Assist with distribution of World Vision products.
9. Assist with newsletter content as requested.
10. Assist with fund-raising events as requested.
11. Assist with answering phones, praying, and ministering to clientele as necessary.
12. Remind volunteers to use volunteer hour log.
13. Prepare and submit in a timely manner all required reports for the board.
14. Appreciate the volunteers!