



## PROCEDURE FOR STAFF APPLICATION (first three months will be like an internship)

Thank you for applying to YOUTH WITH A MISSION Potchefstroom!  
May God grant you His grace as you seek His direction in your life.

In order for us to process your application, we must receive all the following completed forms. (If you are Husbands and wives applying for a position, you will need to complete separate application forms.)

1. **Application form:** This form needs to be completed by you and returned to us. Please prayerfully answer section C to G on another sheet of paper and attach it to your application form. The reason for these personal questions is to help us to more accurately assess your application and, once accepted, to help us understand you as a person. Please be assured that your application will be treated with the strictest confidentiality.
2. **YWAM Leader Reference form:** Please get your most recent YWAM leader or school leader to fill this form out. Please fill in your name and the staff position that you are applying for and get them to send it back to us directly.
3. **Reference form:** The other form needs to be completed by a mature Christian friend, who has known you over the last three years. Please fill in your name and the staff position that you are applying for and get them to send it back to us directly.
4. **Pastor's Reference form:** To be completed by your Pastor, (or Area Pastor, Home Group leader or Spiritual leader). If not your pastor, explain why at the end of Section H.
5. **Photograph:** Please submit a recent passport-size photograph with your application.
6. **Finances:** We encourage our single staff to have a monthly support of at least R2500 and our married staff at least R5000, when applying for staff, and work towards a stronger support.
7. **Medical Insurance:** You must send through your valid medical insurance with this paperwork.

**Please send all forms to:**  
Personnel Department, YWAM Potchefstroom  
60 Parys Avenue  
Baillie Park  
Potchefstroom  
2531  
South Africa

**Tel:** +27 84 549 0914 (Wikus Vorster)

**Email:** [ywampotch@gmail.com](mailto:ywampotch@gmail.com)

**STAFF APPLICATION FORM**

**A. PERSONAL INFORMATION**

**Mr./Mrs./Miss** \_\_\_\_\_

**Sex:**  Male  Female

\_\_\_\_\_  
(Surname, First Names)

**Permanent Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_ dd/mm/yy **Age:** \_\_\_\_\_ **Birthplace:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Marital Status:**  Single  Engaged  Married  
 Divorced  Remarried  Widowed

**Spouse's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_ dd/mm/yy **Age:** \_\_\_\_\_

**Names and details of children accompanying you:**

(Surname, First Name, Birth Date and Sex)

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

**What area of service are you interested in?** \_\_\_\_\_

\_\_\_\_\_  
**Length of commitment:** \_\_\_\_\_

**When are you able to commence service?** \_\_\_\_\_

**Do you intend to attend any other course with YWAM within the next year?**

\_\_\_\_\_

**Emergency Contact:**

**Name:** \_\_\_\_\_ **Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_ **Country:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Phone (home):** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

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

## B. FINANCES

### Staff Fees Policy

These fees cover your accommodation and food in addition to supporting the ministry. When you take a holiday or go on outreach you will still be responsible for your staff fees (excluding food at R40 per day). However, if you are away for any period of 7 consecutive days or more, your fees will be reduced by 50% (i.e. you will have to pay 50% of the usual weekly rate per week that you are gone). You will have to pay full staff fees, however, if you are taking a 'break' from normal duties but still utilising base accommodation, utilities, food, etc.

The community lifestyle of YWAM has many benefits, one of which the capacity to keep living costs down to a minimum. The following figures reflect this benefit – these are applicable to the current financial year and are subject to review as necessary.

An invoice of your monthly fee will be issued on the 30th of each month and is payable within 5 days. A statement listing invoices, payments and the balance will be issued on the 15th of each month.

#### **Staff fees are payable by all staff according to the following fee schedule:**

<b>SINGLES:</b>	R2400 per month for accommodation and food
<b>FAMILIES:</b>	<b>Adults:</b> R4800 per month each for accommodation and food
	<b>Children:</b>
	0-1 year free
	1-5 years R300 per month
	5-12 years R600 per month
	2-17 years R900 per month
	18 yrs + above: Adult rate

**Living off base:** You are not obligated to live on base. If you prefer renting a flat outside the YWAM property, the minimum rental per month will be about R3000-R4000 excluding water, electricity and food.

#### **Guests:**

Guests are welcome to stay with us pending availability of accommodation space.

#### **Accommodation is available on the following basis:**

Adults: R100 per person per day  
Children 0-1 year free  
1-5 years R60 per child per day  
School age R75 per child per day.

**Do you have any outstanding debt? YES/NO**

**If yes, amount \_\_\_\_\_ and how do you propose to meet your obligations:**

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**Are you financially obligated to any dependents? YES/NO**

**Do you have guaranteed monthly support? YES/NO**

**If yes, amount: \_\_\_\_\_**

I understand the above agreement & commit myself to faithfully uphold my financial obligations at YWAM Potchefstroom.

**Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ dd/mm/yy**

### **C. EDUCATION AND EXPERIENCE**

1. Summarise your school, post school and Christian education history listing the names of the institutions and the qualification obtained.
2. List your job experience over the last 5 years, giving the period of employment, name of employer and position held.
3. Give details and dates of positions held in the church or Christian organisations.
4. Give details of YWAM Schools / Training programs you have successfully completed. Please show YWAM location, name of school, School Leader and dates.
5. Give details of YWAM staff positions you have previously held, showing YWAM location, position held, Base Leader and dates.

### **D. HEALTH**

1. Give a detailed description of any physical disabilities you suffer from.
2. Give details of any medication you are presently taking or doctor's treatment you are under.
3. Give details of any psychiatric treatment such as nervous breakdown, depression including manic depression you have received. Have you been in Burnout or had M.E. (chronic fatigue) the last two years. Do you still need help in this area?

### **E. SKILLS AND INTERESTS**

1. What are your interests and hobbies?
2. List your abilities and talents.
3. What languages do you speak, read and write (in order of fluency)?

### **F. PERSONAL BACKGROUND**

1. Are there any past experiences (i.e. drug or alcohol addiction, homosexuality, extra-marital activity etc.), which we should know about as we consider your application?
2. Please give relevant history if you have been divorced, separated or remarried.
3. Are you still receiving help in any of the above areas? Would you appreciate counsel should you be accepted on staff?

### **G. CHRISTIAN LIFE AND CALL**

YWAM has a very specific call to "Know God and make Him known." We, therefore, focus all we do to meet this aim. We have three main areas of involvement, namely Training, Mercy Ministries & Evangelism. Some of our staff go to the frontiers, some train others to get there, while others play a vital support role through being involved locally in administration and enabling others to go. On joining the Potchefstroom base, we expect that your heart is like ours. The following questions will help us to continue that focus in your life and enable you to reach your goals:

1. Describe your present relationship with God.
2. How God called you into missionary service?
3. Which area of YWAM Potchefstroom do you primarily see yourself involved in – Training, Mercy Ministries, Evangelism or a combination?
4. To what are you specifically called?
5. If accepted, what are your expectations regarding YWAM Potchefstroom?
6. Where would you like to be in 5 years time?
7. What skills and gifting do you need to develop to achieve this?
8. How would you see the job that you are applying for fulfilling that need in your life?

### **H. REFERENCES**

In considering your application, it is our policy to request that you submit the names of three references, one being your minister, the other being your last YWAM Leader and also the name of another person who will complete the a Confidential Reference Form for you. Please include contact addresses, phone, fax and email (if applicable).

In applying to YWAM Potchefstroom, I declare that the information I have submitted in the above application is correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_/ dd/mm/y

## LIABILITY, TREATMENT AND BURIAL RELEASE FORM

**Release of Liability:**

I hereby release Youth With a Mission (YWAM) Potchefstroom, its agents, employees and volunteer assistants from any liability whatsoever arising out of any injury, illness, damage or loss, which may be sustained by the said person during the course of involvement with YWAM Potchefstroom.

**Consent for Treatment:**

I hereby agree to the performance of such treatment, anaesthetics and operations as in the opinion of the attending physician and are deemed necessary on the below named person. I also accept full responsibility for expenses related to medical care.

**Statement of Burial on the Field:**

YWAM Potchefstroom does everything possible to protect staff on the field, and although death is extremely rare in service with YWAM, existing laws regarding burial make it necessary to consider this possibility prior to travel abroad. In many countries in which YWAM works, internment needs to take place within 24hrs after decease. If death occurs, it may not be possible to make arrangements for returning the remains to the home country and internment will need to take place on the field.

In those instances in which arrangements to return the remains to the home country can be made, it is very expensive and some countries require that a living person accompany the deceased. YWAM Potchefstroom cannot commit to cover the costs of shipping the body to another country for purposes of burial, or to ultimately cover the burial costs in the country of death. If the family desires to see the body transported back home, the family must incur the cost.

**PLEASE NOTE:** It is essential that you obtain travel insurance for while you are in South Africa to also cover medical (hospital, doctors, etc) and burial costs. It is also strongly advised that every individual, regardless of age, have a will.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_ dd/mm/yy

(Applicant or parent/guardian if applicant is under 18 years of age)

**Relationship:** \_\_\_\_\_

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

(Applicant name in block letters)

I agree that in the case of my death while in YWAM Potchefstroom, YWAM may carry out the burial in the location of my demise. If my family desires to have the body shipped home, my family will pay for it. I hereby absolve YWAM Potchefstroom and all its staff and associates of the burial costs.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_ dd/mm/yy

## **STAFF, VOLUNTEER AND INTERNSHIP AGREEMENT**

Col 3:23-24 “ Whatever you do work at it with all your heart as working for the Lord, not for men, since you know you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. ”

As YWAM Potchefstroom we desire to live out the same attitude as Christ in the hope of imitating His love. We acknowledge that we are here to serve the local church, community, YWAM Potchefstroom, and each other, as Christ would have us.

In consideration of this, we ask that you thoughtfully read through our agreement and the requirements of a YWAM Potchefstroom staff, volunteer or internship member, and covenant with us.

Because we are accountable not only to each other, but to God and our supporters, we believe that full time staff should at least fulfil the 30hr-38hr working week in our pursuit to give our all/excellence.

### **Required Meetings:**

Meetings are vital for the effective operation of the base. They are run for communication, fellowship, teaching, training, and corporate worship and intercession.

### **Each staff/volunteer/intern is committed to attend the following meetings:**

- Special days of prayer and fasting when called by school staff or the leadership (believing to be the direction of the Lord)
- Staff Meetings every Monday at 10:00am-12:00pm
- Meetings that are specific to your department (see department head)
- Any responsibilities delegated to them as members of the 'on base' community. Such as clean ups, cooking duties, keeping room in a tidy fashion & other general work duties.
- Weekend work duties
- Occasional weekend outreaches when called for.
- Team meetings called by your immediate leader.
- To participate in days of social interaction and fellowship.
- To attend the staff retreat once a year.
- To attend YWAM conferences once a year (or as directed by the Regional Leadership Team of YWAM).

### **In order for us as a base to grow and move forward with God as a body, we request that each staff/volunteer/intern participate in the following activities.**

- To attend and take turns in creatively leading our times of intercession, worship, devotionals, and prayer.
- To develop a spirit of generosity that breaks the bonds of poverty and to recognise that God has freely given to us, so we must in turn freely give. (Matthew 10:8)

### **Public Holiday Policy:**

- Administration staff may take off according to government policy, but are asked to consult with their leader first.
- Interns are given public holidays at the discretion of their team leader depending on what type of ministry they are involved in at the time & where they are.
- School staff operates on an international calendar and will continue classes on public holidays, unless otherwise specified.

### **Leave Policy:**

- Each person may take twenty-one working days per annum. This does not include the year- end break. For staff/volunteer/interns working for a term of 6 months or less there is no holiday allowance given. Individuals are encouraged to take time off before or after they arrive. According to the demands of the work they are doing leave may be granted by their line manager for approval with the eldership of the base.

**Leave is taken in accordance with overall planning so that staff people are given opportunity to be away according to their need.**

- A request for leave may be declined if it does not serve the "bigger ministry". An alternate time of leave can be negotiated to accommodate the individual's need as best possible.
- Your immediate leader can authorise single days of leave.
- Any staff member who takes time to equip themselves better by attending a school will be granted two weeks break thereafter.
- Time off incurred by fatigue/burnout symptoms, death in the family or other will not be considered as official leave and can be permitted at the discretion of Personnel and the direct leader of the individual.

**Discipline procedure for staff, volunteers and interns:**

- All staff/volunteer/interns whether having completed a DTS or not must familiarise themselves with the standards & values we have as YWAM. In addition, to this you will be required to work away from the YWAM community at times with only remote guidance from your supervisor/leader. This means you will be carrying the name of YWAM & specifically YWAM Potchefstroom. As you will be representing us in this way we require a high level of personal maturity & ethics.
- As a staff/volunteer/intern you will have a standard disciplinary procedure. In the eventuality of unbecoming behaviour or attitude you will be given an initial official verbal warning, a written warning, followed by a dismissal. This process will be initiated by the individual's line manager but at the stage of an official verbal warning another staff member (from the eldership) will be brought in.

**Moral and Social Conduct:**

These guidelines are put in place to adhere to the Scriptural requirements God has given us in order to honour and protect ourselves, and others.

- In adherence with the Biblical absolute of sexual behaviour and conduct, the Leadership Team will discipline any student, staff or intern taking part in sexual activities outside the constraints of marriage.
- In adherence with the laws of our land, any staff or student breaking the law of the land in regards to drug abuse, theft, fraud or any other crime will be disciplined under the guidelines.
- In accord with the Biblical guidelines to consider others better than yourself, Phil 2v1 - 11 we ask staff to conduct yourself as follows:

**Alcohol**

- Moderate alcohol may be consumed away from the local community and always with consideration to fellow staff/volunteer/intern/students who may be offended.
- Drunkenness will be disciplined.
- No alcohol may be consumed or brought on to the base at any time.

**Smoking**

- Due to the restraints of some cultures, no individual (staff, volunteer, student or intern) is allowed to smoke on outreach or whilst on staff, volunteering or internship at YWAM Potchefstroom.
- We recognise this is a bad habit and encourage staff/students to trust the Holy Spirit to release them of this habit, to submit to the Lordship of Christ, and to treat their body as a temple of the Holy Spirit.

In order to ensure that these guidelines are kept in place and to maintain a Godly way of managing conflict, YWAM Potchefstroom has a platform for hearing a grievance, misunderstanding or break in accepted social or moral conduct.

**Staff, volunteer and Interns as part of the body of Christ:**

As stated in the YWAM Foundational Values, YWAM Potchefstroom fully supports and endorses the local church and the body of Christ. YWAM Potchefstroom is not a church and is not a replacement for your local covering and spiritual authority. The YWAM Potchefstroom Spiritual Leadership Team will stay in communication with your pastor should the need arise.

- We strongly encourage involvement in the local church and their ministry. If you are from out of town, please find a "temporary" home.
- We encourage and advise weekly attendance to a local church, while we cannot enforce the number of times you attend church, no attendance or erratic attendance will be seen as a sign of concern, and will be addressed as a spiritual issue.

**Financial Accountability:**

God has called us to be good stewards of our resources. No one at YWAM Potchefstroom receives a salary. All staff and students are required to trust God for their monthly support and provision. This is done with the endorsement of the local church, your pastors and the YWAM Potchefstroom Spiritual Leadership Team.

- We strongly encourage involvement in the local church and their ministry. If you are from out of town, please find a "temporary" home.
- We encourage and advise weekly attendance to a local church, while we cannot enforce the number of times you attend church, no attendance or erratic attendance will be seen as a sign of concern, and will be addressed as a spiritual issue.
- All Staff/volunteer/interns are required to pay the agreed upon monies for board and lodging for the month by the 1<sup>st</sup> of the month.
- Any Staff/volunteer/intern person paying directly into the YWAM Potchefstroom account is to produce proof of the deposit to the accounts department, otherwise it will be deemed as a non-payment.
- Staff/volunteer/intern members are responsible for obtaining a receipt for any money paid and for keeping good records of payment. No query will be entered into without a receipt.
- All volunteer/interns are required to have Medical cover for the duration of their stay.
- Staff/volunteer/intern members are required to pay for meals and accommodation for their guests at the YWAM Potchefstroom base.
- A period of service will not be deemed complete until all outstanding bills are settled. Once a Staff/volunteer/intern member has left the base, they will still be held accountable for payment of their bills.
- Recommended financial support for a Staff/volunteer/intern member is a minimum of R2500.00/mth to cover food, accommodation and basic personal necessities.

**Wilful, negligent or careless error in handling equipment:**

Everything YWAM Potchefstroom owns is a gift from God and our desire is to be good stewards of it so we ask that individuals take personal responsibility.

- Any damage to equipment due to wilful, neglect or careless handling, will be charged to your account.
- Equipment stolen from an unattended base vehicle will be charged to your account.
- Equipment unattended to on location will be charged to your account. Any costs necessary for retrieval of forgotten equipment will be charged to your account.
- If YWAM Potchefstroom makes an insurance claim, the responsible party, if negligent, could be held accountable for the excess cost. In the event of a disagreement regarding the negligence, the grievance procedure in your staff package will be followed.
- The YWAM Potchefstroom Board will mediate any dispute over the handling of expensive equipment belonging to YWAM Potchefstroom.

I, \_\_\_\_\_ have read through the Staff/volunteer/intern Agreement and vision of YWAM Potchefstroom and agree to comply with it.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ dd/mm/yy

**STAFF APPLICATION FORM**



**10. On a scale of 1-10, how well do you feel you know the applicant?**

(1=very little; 10=intimately - *Circle one*) 1 2 3 4 5 6 7 8 9 10

(a) What kind of contribution has the applicant made to the church?

\_\_\_\_\_

(b) What area of the church has the applicant served in?

\_\_\_\_\_

**11. When did the applicant inform you of their desire to join YWAM staff?**

\_\_\_\_\_

**12. Is the church sending out the applicant? If yes, for what length of time?**

\_\_\_\_\_

**13. Would you be happy to have your church consider supporting the applicant as a full-time missionary with YWAM (a) in prayer and/or (b) financially?**

(a) \_\_\_\_\_ (b) \_\_\_\_\_

**14. We are willing to share more information with you about the work of YWAM.**

Would you like to have more information through (a) a brochure or in Potchefstroom (b) a personal visit from a Senior YWAM member? What would you like to know? \_\_\_\_\_

**15. Please state any requests you would like to make of us as a mission regarding the applicant in relation to your church? (For example, conditions or period of release of applicant to YWAM)** \_\_\_\_\_

\_\_\_\_\_

**16. Have we overlooked anything that you consider relevant to this application?**

\_\_\_\_\_

Your Name: \_\_\_\_\_ Street: \_\_\_\_\_

City: \_\_\_\_\_ Area: \_\_\_\_\_

Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Fax: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_ dd/mm/yy

Could we contact you if we require any further information? YES/NO

**Please return completed form to:**

Personnel Department, YWAM Potchefstroom  
60 Parys Avenue  
Baillie Park  
Potchefstroom  
2531  
South Africa

**OR email to:**

ywampotch@gmail.com

## STAFF APPLICATION FORM

### YWAM LEADER REFERENCE

For completion by your last YWAM Leader

**Name of Applicant:** \_\_\_\_\_

(Surname, First names)

Youth With A Mission is a worldwide inter-denominational missionary organisation, which was founded in 1960. It provides opportunities for voluntary Christian service on a short or long-term basis.

The applicant has applied for the staff position of \_\_\_\_\_ and we would like to liaise with you as the applicant's former YWAM leader.

Please complete this questionnaire and return it to the address below. If you would prefer to give additional opinions by telephone, please feel free to do so. Receipt of this form is necessary before we can consider the application.

**1. In your consideration, which of the following would best describe his/her**

**Christian walk:**            Mature [ ] Contagious [ ] Genuine and Growing [ ]  
Over-emotional [ ] Superficial [ ] Non-existent [ ]

**2. Please describe in your own words how you would rate the applicant in the following areas:**

Initiative: \_\_\_\_\_ Industrious: \_\_\_\_\_  
Social Adaptability: \_\_\_\_\_ Reliability: \_\_\_\_\_  
Personal Appearance: \_\_\_\_\_ Cooperative: \_\_\_\_\_  
Concern for Others: \_\_\_\_\_ Self Disciplined: \_\_\_\_\_  
Leadership: \_\_\_\_\_ Christian Character: \_\_\_\_\_  
Emotional Stability: \_\_\_\_\_ Temperament: \_\_\_\_\_  
Ability to Follow: \_\_\_\_\_ Punctuality: \_\_\_\_\_  
Flexibility: \_\_\_\_\_ Perseverance: \_\_\_\_\_

**3. In your opinion, in which of the following areas of ministry are the applicant gifted?**

Communication [ ]	Preaching [ ]	Drama [ ]	Secretarial Work [ ]
One-on-one [ ]	Music [ ]	Pastoring [ ]	Children's Work [ ]
Discipleship [ ]	Prayer [ ]	Carpentry [ ]	Administration [ ]
Counselling [ ]	Youth Work [ ]	Worship [ ]	Servant-hearted [ ]
Hospitality [ ]	Encourager [ ]	Doctor [ ]	Nurse [ ]
Art [ ]	Evangelism [ ]	Teaching [ ]	OTHER: _____

**4. Do you know the applicant's family? YES / NO**

If so, is there anything you think would be helpful for us to know about them?

\_\_\_\_\_

**5. Please comment on the applicant's**

(a) ability to take responsibility, (b) level of commitment, (c) stewardship and (d) relational maturity with specific reference towards those in authority.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

6. Overall, what do you consider to be the applicant's strong points? (Include special abilities). \_\_\_\_\_
7. In your opinion, does the applicant have a call to missions on their life: \_\_\_\_\_
8. In which area of YWAM do you see the applicant involved, e.g. Training, Mercy Ministries or Evangelism? \_\_\_\_\_
9. If you have reservations about, or are opposed to his/her participation, would you care to explain why? \_\_\_\_\_  
\_\_\_\_\_
10. On a scale of 1-10, how well do you feel you know the applicant?  
(1=very little; 10=intimately - *Circle one*) 1 2 3 4 5 6 7 8 9 10
11. Have we overlooked anything that you consider relevant to this application?  
\_\_\_\_\_

Your Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 City: \_\_\_\_\_ Area: \_\_\_\_\_  
 Post Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone (home): \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ dd/mm/yy

Could we contact you if we require any further information? YES/NO

**Please return completed form to:**  
 Personnel Department, YWAM Potchefstroom  
 60 Parys Avenue  
 Baillie Park  
 Potchefstroom  
 2531  
 South Africa

**OR email to:**  
 ywampotch@gmail.com

## STAFF APPLICATION FORM

### CONFIDENTIAL REFERENCE

For completion by a mature Christian

**Name of Applicant:** \_\_\_\_\_

(Surname, First names)

Youth With A Mission is a worldwide inter-denominational missionary organisation, which was founded in 1960. It provides opportunities for voluntary Christian service on a short or long-term basis.

The applicant has applied for the staff position of \_\_\_\_\_ and we would like to liaise with you as the applicant's former YWAM leader.

Please complete this questionnaire and return it to the address below. If you would prefer to give additional opinions by telephone, please feel free to do so. Receipt of this form is necessary before we can consider the application.

**1. Please describe in your own words how you would rate the applicant in the following areas:**

Initiative: \_\_\_\_\_ Healthy: \_\_\_\_\_

Social Adaptability: \_\_\_\_\_ Reliability: \_\_\_\_\_

Personal Appearance: \_\_\_\_\_ Cooperation: \_\_\_\_\_

Concern for Others: \_\_\_\_\_ Self Disciplined: \_\_\_\_\_

Committed: \_\_\_\_\_ Christian Character: \_\_\_\_\_

Emotional Stability: \_\_\_\_\_ Temperament: \_\_\_\_\_

Ability to Follow: \_\_\_\_\_ Punctuality: \_\_\_\_\_

Flexibility: \_\_\_\_\_ Responsible: \_\_\_\_\_

**2. Please comment briefly on:**

(a) The quality and extent of the applicant's Christian service. (b) His/her ability to relate to others and to be a part of a team. (c) The applicant's ability to handle conflicts in relationships. (d) His/her ability to live work cross-culturally. (e) His/her ability to relate to those in authority.

(a) \_\_\_\_\_

(b) \_\_\_\_\_

(c) \_\_\_\_\_

(d) \_\_\_\_\_

(e) \_\_\_\_\_

**3. The applicant will be living and working closely with others for an extended period of time. Has there been problems in the past that might cause difficulties that could compromise their Christian sexual morality or relationship with others?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In your consideration, which of the following would best describe his/her Christian walk: Mature [ ] Contagious [ ] Genuine and Growing [ ] Over-emotional [ ] Superficial [ ] Non-existent [ ]
5. Overall, what do you consider to be the applicant's strong points? (Include special abilities). \_\_\_\_\_
6. Do you know the applicant's family? YES / NO  
If so, is there anything you think would be helpful for us to know about them?  
\_\_\_\_\_
7. In your opinion, does the applicant have a call to missions on their life: \_\_\_\_\_
8. In which area of YWAM do you see the applicant involved, e.g. Training, Mercy Ministries or Evangelism? \_\_\_\_\_
9. If you have reservations about, or are opposed to his/her participation, would you care to explain why? \_\_\_\_\_
10. On a scale of 1-10, how well do you feel you know the applicant?  
(1=very little; 10=intimately - Circle one) 1 2 3 4 5 6 7 8 9 10
11. What is your relationship to the applicant? \_\_\_\_\_  
(e.g. youth group, home group, leader, friend)
12. Have we overlooked anything that you consider relevant to this application?  
\_\_\_\_\_

Your Name: \_\_\_\_\_ Street: \_\_\_\_\_  
 City: \_\_\_\_\_ Area: \_\_\_\_\_  
 Post Code: \_\_\_\_\_ Country: \_\_\_\_\_  
 Phone (home): \_\_\_\_\_ Fax: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ dd/mm/yy

Could we contact you if we require any further information? YES/NO

**Please return completed form to:**  
 Personnel Department, YWAM Potchefstroom  
 60 Parys Avenue  
 Baillie Park  
 Potchefstroom  
 2531  
 South Africa

**OR email to:**

ywampotch@gmail.com