



# ADULT APPLICATION

**for those serving with children, students  
and/or persons with disabilities**



## **Our mission:**

**love God • grow together • reach the world**

## **Steps to getting involved:**

- Complete this Application and turn it in to the Expeditions Ministry Welcome Desk, Student Ministries Office, or mail it to Church (Attention: Child Protection)
- Read and agree to the Wheaton Bible Church Statement of Faith (back of this page)
- Complete On-line Training Course

When we receive your completed Application, we will email you information regarding the Children's Ministry's On-line Training Course and Safety Procedures. This course will take about 45 minutes to complete. If you do not have email we will mail this information to you.

## **Expectations:**

- Application completed, references checked, and background check cleared.
- Willingness to learn and grow in knowledge as you lead children toward Christ.
- Be or become an active member or attender of WBC, attending worship services on a regular basis. (Some AWANA positions are exempt)
- Arrive on time (if serving on Sundays, arrive 15 minutes before the service begins).
- Notify your Team Leader or Ministry Head, or obtain an approved substitute in advance of any absences.
- Provide one month notice if you have to leave your position before the end of the year.
- Attend any Children/Student/Puente del Pueblo or other ministry training sessions or meetings as necessary to sharpen your skills, give input and get to know your team.

## **Our commitment to you:**

- We will be available to you for training, questions, ideas, resources and support.
- We will keep you supplied with items for your classroom (Resource Centers on both floors).
- We will pray for you and your investment in the lives of the kids you serve.



**about us**

## **what we believe**

### **ALL SCRIPTURE IS INSPIRED**

#### ***Wheaton Bible Church Statement of Faith***

*We will glorify God as a worshiping and caring community with a local and global passion to share Jesus Christ with others, build joyful followers of Christ, and equip them to transform their world.*

We believe that all Scripture is given by inspiration of God in the sense that the Holy Spirit so guided the sacred writers that the words they wrote constitute the Word of God, our only final rule of faith and conduct (II Timothy 3:15-17; II Peter 1:9-21).

We believe that the Godhead eternally exists in three persons, the Father, the Son, and the Holy Spirit, and that these three are one God, having the same nature, attributes, and perfection, and are worthy of the same homage, confidence and obedience (Matthew 28:19-20; John 14:6-17, II Corinthians 13:14; Colossians 1:13-19; Hebrews 1:1-3).

We believe that man was originally created in the image of God to worship and serve God in His creation, that he fell from this high calling, and through his sin lost all spiritual life and became subject to the power of the devil. This fallen human nature has been transmitted to all men everywhere, the man Christ Jesus excepted, so that every child of Adam is alienated from God and in need of saving grace (Genesis 1:26-28; Psalm 8; Romans 1:18 and 3:23; Ephesians 2:1-3).

We believe that the eternal Son of God became incarnate to reveal God to men and to reconcile men to God, that in historical fact He was born of the virgin Mary, lived on earth, was crucified and buried, rose from the dead, and ascended into Heaven (John 1:1-14; Acts 2:22-36; Philippians 2:5-11).

We believe that salvation for men has been provided by the sacrifice of our Lord Jesus Christ, who died as our substitute, shedding His blood for the remission of our sins (Romans 5:6-21; Colossians 1:12-14, 20-22; I Peter 1:18-23).

We believe that salvation is received by faith and that those who trust Christ as Savior receive forgiveness and are born again, passing from spiritual death unto everlasting life (John 3:1-18; Romans 5:1-5; Ephesians 2:4-10; Titus 3:4-7).

We believe that all who are born again by the Spirit may be assured of their salvation and that this assurance is based upon the testimony of God in His written Word, which induces within us love and obedience (Romans 8:15-17, 31-39; I John 3:7-14, 5:1-13).

We believe that the true Church is composed of all who are born again, that the Holy Spirit baptizes all believers into one body, endowing the Church with the gifts needed for its work. We are, therefore, to rise above personal and sectarian differences and to maintain the unity of the Spirit in love and peace (Romans 12:4-19; I Corinthians 12:1-27; Ephesians 4:1-16).

We believe that the Holy Spirit is our abiding Comforter and Helper, strengthening faith and devotion and conforming us to the image of Christ (John 16:7-15; Romans 8:1-14; I Corinthians 6:19-20).

We believe that we are called to holy living in obedience to the Word of God, putting away sinful desires and cultivating the fruit of the Holy Spirit (Galatians 5:16-25; Colossians 3:1-7, II Timothy 3:14-17).

We believe in that blessed hope, the personal return of Christ for His Church. At death the redeemed enter into the presence of Christ, and after the resurrection of the body at His coming, they shall be forever with Him in His glory. Unbelievers after death await the final judgment when they shall be punished with everlasting separation from the presence of the Lord (I Corinthians 15:19-58; Philippians 1:20-23; I Thessalonians 4:13-18; Revelation 20:11-15).

We believe that the world is to experience the judgment of God. It will be neither converted nor perfected during the present age, but the Lord Jesus will return to earth to reign in righteousness. At the end of the millennium, He will usher in His eternal Kingdom (II Timothy 3:1-5; Isaiah 11:1-9; Revelation 20-22).



# ADULT APPLICATION

for those serving with children, students  
and/or persons with disabilities



All volunteers applying to serve in a ministry involving children/students must complete this form. When finished, please place this form in a sealed envelope (Attention: Child Protection), and return it to the Expedition Ministries Welcome Desk, Student Ministries Office, or mail it to church. We greatly appreciate the time you've taken to complete this application.

<b>OFFICE USE ONLY:</b>		Training Course sent	___/___/___
Date Received	___/___/___	Data Input (circle):	Shelby CP
Nat'l Background Ck	___/___/___ + -	Application Review	____ + - (Initials)
Reference Ck	___/___/___ + -	Approval Code	____ Date ___/___/___
Interview Date	___/___/___ + -	Interviewer	_____
Ministry Head Signature	_____		+ -

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

Ministry applying for (Sunday School, Student Ministries, AWANA, Puente del Pueblo, etc.) \_\_\_\_\_

Age/grade you wish to serve with (if you have a preference) \_\_\_\_\_

If serving on Sunday mornings, please circle the time you prefer: 8:00-9:30    9:30-11:00    11:00-12:30    No Preference

**PLEASE PRINT CLEARLY**

Full Legal Name - First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Maiden Name (or any other names used in the last 10 years) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Number of years at current address \_\_\_\_\_ Email Address \_\_\_\_\_

Previous Address (if less than 10 years) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_

Marital Status: Single \_\_\_ / Married \_\_\_ How long \_\_\_\_\_ / Remarried \_\_\_ How long \_\_\_\_\_ / Widowed \_\_\_ / Separated \_\_\_ / Divorced \_\_\_

Spouse's Name (if married) \_\_\_\_\_

Children's names and ages (if applicable) \_\_\_\_\_

**EDUCATIONAL AND EMPLOYMENT BACKGROUND**

High School \_\_\_\_\_ Attended When \_\_\_\_\_

College \_\_\_\_\_ Attended When \_\_\_\_\_

Degree or field of study \_\_\_\_\_

Present Employer \_\_\_\_\_ How long \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever served in the United States Military? Yes \_\_\_/No \_\_\_ Branch \_\_\_\_\_

Date of military discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_

**REFERENCES**

These people should be well acquainted with you, including your abilities, character, and lifestyle. **Please choose adult references who meet the following criteria:** 1) are not related to you, 2) have seen you interact with children, and 3) have known you for at least one year.

**1. Wheaton Bible Church (or previous church) Reference** – If you do not have a church reference for number one, please provide another reference.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Email \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell/Work Phone (\_\_\_\_\_) \_\_\_\_\_

**2. Other Reference** - Name \_\_\_\_\_ Relationship \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Email \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell/Work Phone (\_\_\_\_\_) \_\_\_\_\_

## MINISTRY RELATED INFORMATION AND EXPERIENCE

Do you attend WBC? \_\_\_\_\_ If yes, how long have you attended? \_\_\_\_\_

If not, what church do you attend? \_\_\_\_\_ How long? \_\_\_\_\_

Are you a member of WBC? \_\_\_\_\_ If yes, when did you become a member? \_\_\_\_\_

Please describe any current and previous ministry experience you have at WBC, including the person to whom you report(ed), and when and where you serve(d): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you have attended WBC less than three years, please provide the following information regarding your previous church:

Church \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Ministry Experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to work with children and/or students? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SPIRITUAL JOURNEY

Have you accepted Jesus as your personal Savior? \_\_\_\_\_ If yes, when \_\_\_\_\_ Are you seeking to live a life of obedience to Him? \_\_\_\_\_

Describe your conversion/how did this occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you keep your life spiritually growing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How is your life different because Jesus is your Savior and Lord? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a friend asked you, "How does someone become a Christian?" how would you answer? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERSONAL SITUATIONS

The following questions are personal and sensitive in nature. For the health and safety of our children, and for you, we must ask them. All information is held in strict confidence by limited WBC staff. A positive response does not necessarily exclude you from being involved in ministry.

1. Yes \_\_\_ No \_\_\_ I understand that we are teaching children to remain pure sexually until marriage. I understand that my lifestyle is an example to the children I will work with and I see the importance of being sexually pure. I affirm that this lifestyle is true of me at this time.
2. Yes \_\_\_ No \_\_\_ Within the last 7 years, have you struggled with drugs, alcohol, gambling, pornography, or any other addictions?
3. Yes \_\_\_ No \_\_\_ Within the last 3 years, have you struggled with eating disorders or cutting?
4. Yes \_\_\_ No \_\_\_ Do you currently struggle with any of the things mentioned in questions 1 - 3?
5. Yes \_\_\_ No \_\_\_ Has anyone suggested that you may have a problem with any of these things?

6. Yes \_\_\_ No \_\_\_ Do you have any health issues that might affect your work with children such as physical limitations, disabilities, illnesses, etc?
7. Yes \_\_\_ No \_\_\_ Have you ever been treated for a psychological disorder?
8. Yes \_\_\_ No \_\_\_ Are you currently being treated for a psychological disorder?
9. Yes \_\_\_ No \_\_\_ As a minor, were you ever a victim of physical abuse, sexual molestation, or exploitation?
10. Yes \_\_\_ No \_\_\_ Have you ever been accused or convicted of, or participated in physical abuse, sexual abuse, neglect, molestation, or exploitation of a minor?
11. Yes \_\_\_ No \_\_\_ Have you ever been convicted of any criminal activity, including any convictions for which records may have been expunged?
12. Yes \_\_\_ No \_\_\_ Have you ever been subjected to an order of protection or some similar order?
13. Yes \_\_\_ No \_\_\_ Is there any circumstance or pattern in your life that would hinder you from honoring Christ while working in this ministry?
14. Yes \_\_\_ No \_\_\_ **I agree to the Wheaton Bible Church Statement of Faith, which is included on the 2<sup>nd</sup> page of this Application.**
15. Yes \_\_\_ No \_\_\_ **I agree to let the WBC staff know if any of the above situations change, and if necessary, agree to step down from my responsibilities until those issues are resolved.**

If you answered **yes** to any of the questions **2 - 13**, please explain. \_\_\_\_\_

*If there are some areas too personal or painful to explain in written form, please discuss them with the head of the ministry you are applying to serve in, or contact one of your pastoral staff.*

**RELEASE TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK** In compliance with the Fair Credit Reporting Act

LEGAL NAME (as it appears on your social security card): **PLEASE PRINT CLEARLY**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Maiden (or other last names used) \_\_\_\_\_

Date of Birth\* \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number\* \_\_\_\_\_

Driver Lic. # \_\_\_\_\_ Driver Lic. State \_\_\_\_\_ Gender\* (please circle) Male / Female

This is a standardized consent form. Wheaton Bible Church does not check financial information unless an incident would require such inquiry. Trak-1 Technology conducts a national criminal and sex offender search and verifies an applicant's identity. This process uses social security number (SSN) and date of birth. Trak-1 is cybertrust certified and does not keep a record of the SSN. The SSN is recorded on this consent form, which is kept in a locked file at WBC, only accessible to limited staff. Please be assured that information acquired in this application process will remain confidential.

This authorization and consent for release of personal information acknowledges that **Wheaton Bible Church** (Hereafter referred to as "Company"), its representatives and/or its agent, Trak-1, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; driving records; financial or credit institutions; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person; records from the U.S. Veterans' Administration; criminal history information on file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Trak-1, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the Company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the Company. In addition, I release and discharge the Company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from **Trak-1 Technology / PO Box 130159 / Houston, Texas 77219** at telephone number **1-800-600-8999**. After reading this document, I fully understand its contents and authorize the background verification.

**\*TO BE USED ONLY FOR CRIMINAL HISTORY SEARCHES, AND NOT A PART OF THE PERSONNEL FILE.**

A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act Consumer Rights Notice" is available upon request from Children's Ministry.

**AUTHENTICITY & AUTHORIZATION** I hereby certify that all information provided in this form and on this Application is true, correct and complete. I understand that if any information proves to be incorrect or incomplete that grounds for the canceling of any and all offers of employment or serving on a volunteer basis will exist and may be used at the discretion of Wheaton Bible Church.

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Thank you for applying to serve at Wheaton Bible Church. We appreciate your heart to reach this next generation of children for Christ.**

**Please take a minute to review your Application. Did you...**

**\_\_\_\_\_ Complete all sections**

**\_\_\_\_\_ Include reference names, phone numbers and emails**

**\_\_\_\_\_ Sign and date this Application**

**Thanks! Please keep the first page, and turn in this Application to the Expedition Ministries or Base Camp Welcome Desks, Student Ministries Staff, or mail it to church (Attention Child Protection – address is on the bottom of this form).**