

THE INTERNSHIP APPLICATION CHECKLIST

Application

One Photograph

References Sent Out

Short Essays

Questions

Agreement

Please return this application to the following address:

**Houston's First Baptist Church
Missions & Connection Center - Attn. Brady Sharp**

**7401 Katy Freeway
Houston, Texas 77024**

Application

➤ GENERAL INFORMATION

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Home Phone () _____

Cell Phone () _____

Email Address _____

Birthday _____ Ethnicity _____

➤ EDUCATION

College Attended/ Attending _____

Years Completed _____ Degree _____

➤ MARKETPLACE EXPERIENCE

Briefly inform us of any marketplace employment experiences you have had.

A. _____

B. _____

C. _____

➤ SOCIAL MEDIA

Below list all your username and handles.

Facebook _____

Instagram _____

Twitter _____

REFERENCES

List the contact information for **four individuals** to whom you are giving reference forms.

You are responsible for getting these forms to your references.

Ministry Contact (pastor, elder, leader)

Name _____

Phone _____

Email _____

Relation to Applicant _____

Past Employer (any previous employment)

Name _____

Phone _____

Email _____

Relation to Applicant _____

Personal Reference (non-family member)

Name _____

Phone _____

Email _____

Relation to Applicant _____

Short Essays

Please attach to this application (with separate sheets of papers) a one-page summary for **each** of the following:

1. **Your Spiritual Journey:** Summarize how you came to faith in Jesus Christ and how you connect and grow in your relationship with Him now.

2. **Ministry Experience:** Describe any previous ministry experience you have: including roles, responsibilities, high points and low points.

3. **Who Are You?**

Personal Questions

1. What are you passionate about?

I come alive when,

2. Spiritual Gifts: What do you understand your spiritual gifts to be based upon feedback from your previous ministry experience?

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Apostleship | <input type="checkbox"/> Knowledge |
| <input type="checkbox"/> Discernment | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Encouragement | <input type="checkbox"/> Mercy |
| <input type="checkbox"/> Evangelism | <input type="checkbox"/> Prophecy |
| <input type="checkbox"/> Exhortation | <input type="checkbox"/> Shepherding |
| <input type="checkbox"/> Faith | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Giving | <input type="checkbox"/> Wisdom |
| <input type="checkbox"/> Helping | <input type="checkbox"/> Other _____ |

3. How did you hear about The Internship?

4. Why do you want to be apart of The Internship?

5. LEGAL ISSUES and LIFESTYLE

Below are questions that relate to personal issues that are of a sensitive nature. Because we take seriously our responsibility to maintain a safe ministry environment for future team members and our current team, the questions below **must** be answered in a truthful and forthright manner. Circle the following:

A. Have you ever been arrested and/or convicted of a crime?

YES NO

B. Do you have any history of drug or alcohol abuse?

YES NO

C. Do you have any history of, or have ever been accused of, any form of child abuse or sexual assault?

YES NO

D. Is there anything from your past that may come up in the future that could hurt the ministry of the missions team and HFBC?

YES NO

Please explain any "YES" in the space below:

YOUR AGREEMENT

The undersigned applicant hereby certifies that the information contained on this application is true and correct, and I have not omitted any facts which I reasonably believe would reflect unfavorably on HFBC's decision to accept me into The Internship program.

I hereby authorize HFBC to contact any person or institute I have listed on this application, unless indicated otherwise, to independently verify the correctness of the information I have provided and to receive any information that would be relevant to my application.

Signature _____ **Date** _____

REFERENCE FORMS.

APPLICANTS WILL NEED 3 REFERENCES TO COMPLETE THEIR APPLICATION:

- 1. Ministry Contact**
- 2. Past Employer**
- 3. Personal Reference**

APPLICANTS ARE RESPONSIBLE FOR GETTING EACH OF THESE FORMS OUT TO THEIR CHOSEN REFERENCES.

HAVE EACH REFERENCE MAILED TO:

Houston's First Baptist Church

Missions & Connection Center – Attn. Brady Sharp

7401 Katy Freeway

Houston, Texas 77024

REFERENCE: MINISTRY CONTACT

Applicant's Name: _____

Reference Form Sent to: _____

The student listed above is applying for The Internship at Houston's First Baptist Church in Houston, Texas. We value your comments and ask that you would provide a full and honest report of this applicant. We appreciate you taking the time to fill this out. Please send completed form to:

**Houston's First Baptist Church
Missions & Connection Center - Attn. Brady Sharp**

**7401 Katy Freeway
Houston, Texas 77024**

How do you know this person and how long have you known them?

List the strengths you observe in this person.

Where do they need to grow and improve?

Describe this person's character from your perspective.

Please indicate where the applicant falls on a scale of 1 to 10 in the following areas. Please offer comments as much as possible.

DEPENDABILITY

1 2 3 4 5 6 7 8 9 10

Undependable Somewhat Extremely

Comments:

RELATIONAL MATURITY

1 2 3 4 5 6 7 8 9 10

Immature Developing Very Mature

Comments:

TEAMWORK

1 2 3 4 5 6 7 8 9 10

Bad Team Player Average Great Team Player

Comments:

TRUSTWORTHY

1 2 3 4 5 6 7 8 9 10

Untrustworthy Somewhat Extremely

Comments:

LEADERSHIP

1 2 3 4 5 6 7 8 9 10

No Leadership Developing Strong Leader Skills

Comments:

PRESSURE and STRESS

1 2 3 4 5 6 7 8 9 10

Struggles Under Pressure Manages Thrives Under Pressure Pressure

Comments:

CONFLICT

1 2 3 4 5 6 7 8 9 10

Doesn't Face Conflict Well Average Resolves Conflict Well

Comments:

SPIRITUAL MATURITY

1 2 3 4 5 6 7 8 9 10

Immature Developing Mature

Comments:

REFERENCE COMPLETED BY _____

PHONE NUMBER _____

EMAIL _____

SIGNED _____ **DATE** _____

REFERENCE: PAST EMPLOYER

Applicant's Name: _____

Reference Form Sent to: _____

The student listed above is applying for The Internship at Houston's First Baptist Church in Houston, Texas. We value your comments and ask that you would provide a full and honest report of this applicant. We appreciate you taking the time to fill this out. Please send completed form to:

**Houston's First Baptist Church
Missions & Connection Center - Attn. Brady Sharp**

**7401 Katy Freeway
Houston, Texas 77024**

How do you know this person and how long have you known them?

List the strengths you observe in this person.

Where do they need to grow and improve?

Describe this person's character from your perspective.

Please indicate where the applicant falls on a scale of 1 to 10 in the following areas. Please offer comments as much as possible.

DEPENDABILITY

1 2 3 4 5 6 7 8 9 10

Undependable Somewhat Extremely

Comments:

RELATIONAL MATURITY

1 2 3 4 5 6 7 8 9 10

Immature Developing Very Mature

Comments:

TEAMWORK

1 2 3 4 5 6 7 8 9 10

Bad Team Player Average Great Team Player

Comments:

TRUSTWORTHY

1 2 3 4 5 6 7 8 9 10

Untrustworthy Somewhat Extremely

Comments:

LEADERSHIP

1 2 3 4 5 6 7 8 9 10

No Leadership Developing Strong Leader Skills

Comments:

PRESSURE and STRESS

1 2 3 4 5 6 7 8 9 10

Struggles Under Pressure Manages Thrives Under Pressure Pressure

Comments:

CONFLICT

1 2 3 4 5 6 7 8 9 10

Doesn't Face Conflict Well Average Resolves Conflict Well

Comments:

SPIRITUAL MATURITY

1 2 3 4 5 6 7 8 9 10

Immature Developing Mature

Comments:

REFERENCE COMPLETED BY _____

PHONE NUMBER _____

EMAIL _____

SIGNED _____ **DATE** _____

REFERENCE: PERSONAL REFERENCE

Applicant's Name: _____

Reference Form Sent to: _____

The student listed above is applying for The Internship at Houston's First Baptist Church in Houston, Texas. We value your comments and ask that you would provide a full and honest report of this applicant. We appreciate you taking the time to fill this out. Please send completed form to:

**Houston's First Baptist Church
Missions & Connection Center - Attn. Brady Sharp**

**7401 Katy Freeway
Houston, Texas 77024**

How do you know this person and how long have you known them?

List the strengths you observe in this person.

Where do they need to grow and improve?

Describe this person's character from your perspective.

Please indicate where the applicant falls on a scale of 1 to 10 in the following areas. Please offer comments as much as possible.

DEPENDABILITY

1 2 3 4 5 6 7 8 9 10

Undependable Somewhat Extremely

Comments:

RELATIONAL MATURITY

1 2 3 4 5 6 7 8 9 10

Immature Developing Very Mature

Comments:

TEAMWORK

1 2 3 4 5 6 7 8 9 10

Bad Team Player Average Great Team Player

Comments:

TRUSTWORTHY

1 2 3 4 5 6 7 8 9 10

Untrustworthy Somewhat Extremely

Comments:

LEADERSHIP

1 2 3 4 5 6 7 8 9 10

No Leadership Developing Strong Leader Skills

Comments:

PRESSURE and STRESS

1 2 3 4 5 6 7 8 9 10

Struggles Under Pressure Manages Thrives Under Pressure Pressure

Comments:

CONFLICT

1 2 3 4 5 6 7 8 9 10

Doesn't Face Conflict Well Average Resolves Conflict Well

Comments:

SPIRITUAL MATURITY

1 2 3 4 5 6 7 8 9 10

Immature Developing Mature

Comments:

REFERENCE COMPLETED BY _____

PHONE NUMBER _____

EMAIL _____

SIGNED _____ **DATE** _____