



## HIGH POINT CHURCH INTERNSHIP APPLICATION

(An internship is a temporary ministry development opportunity. Interns are not employees of High Point Church)

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### GENERAL INFORMATION

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
Preferred Address \_\_\_\_\_  
Preferred Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
Email address \_\_\_\_\_  
Gender  Male  Female  
Marital Status  Single  Married Name of spouse \_\_\_\_\_

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### INTERN PROGRAM SPECIFICS

I am applying for the following internship track (check all that apply)

- Summer program (May-Aug.)
- Summer & Year-Long Program (May-May)
- Year-Long Program (Aug.-May)
- Mid-Year Program (Jan.-May)

I am applying for the following hours per week  20  30  40

Is your internship intended to provide course credit towards a degree program? \_\_\_\_\_  
If so, what school are you attending and who is the contact? \_\_\_\_\_

Interns work closely with a specific staff member and thus will have a specific ministry focus along with general responsibilities. Please indicate which area of focus you are interested in.

- |   |   |
|---|---|
| <input type="checkbox"/> Children's Ministry          | <input type="checkbox"/> Pastoral Ministry      |
| <input type="checkbox"/> Middle School Ministry       | <input type="checkbox"/> High School Ministry   |
| <input type="checkbox"/> College Ministry             | <input type="checkbox"/> Finance/Administration |
| <input type="checkbox"/> Communication/Graphic Design | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Worship Arts Ministry        |   |

**EDUCATION BACKGROUND**

Please list all schools attended after grammar school (high school, technical college, university, graduate school, Bible institute or seminary)

SCHOOL NAME	LOCATION	YEARS COMPLETED	DEGREE	GPA

Are there any training courses or seminars you have completed which you feel have helped prepare you for the ministry experience you are applying for? If so, please list the course title, date completed and the major benefit to you.

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**EMPLOYMENT HISTORY** *Please do not substitute a resume for this section.*

Most Recent Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?  Yes  No

Reason for Leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?  Yes  No

Reason for Leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?  Yes  No

Reason for Leaving \_\_\_\_\_

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**STRENGTHS & SKILLS**

List your top three strengths and top three weaknesses

Strengths

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Weaknesses

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Please number the following skill areas (0-5) according to your level of experience, with 5 being the highest.

- |                          |  |
|--------------------------|--|
| _____ Accounting/Finance | _____ Music Vocals   |
| _____ Audio Production   | _____ Instrument Musicianship  |
| _____ Photography        | _____ Written Communication  |
| _____ Journalism         | _____ Verbal Communication   |
| _____ Computer Skills    | _____ Foreign Languages Spoken Team Leadership <i>please specify</i> |
| _____ Video Production   | _____ Office Skills  |
| _____ Graphic Arts       |  |

Please note any additional skills or interests: \_\_\_\_\_

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List your top three spiritual gifts. *If you do not know your spiritual gifts, we can provide a spiritual gifts evaluation tool.*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

How have you seen these gifts fit with your ministry experience? \_\_\_\_\_

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## PERSONAL STORY

Please include brief responses to the following questions with the application on a separate document..

1. Please describe your faith journey. Include how God got your attention and some significant experiences and people that He used. How has this journey prepared you for this position?
  2. How does this position fit into your short and long-term goals? What do you hope to gain from this experience?
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## REFERENCES

List the contact information of the individuals (excluding family members) whom you are giving the reference forms. By listing them here you are giving High Point Church permission to contact these references.

**List two contacts you've served under in ministry:**

1. **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Email Address** \_\_\_\_\_

2. **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**List two contacts you've served with in ministry:**

1. **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Email Address** \_\_\_\_\_

2. **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**List two people you have influenced through your leadership:**

1. **Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Relationship to applicant** \_\_\_\_\_

**Email Address** \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Email Address \_\_\_\_\_

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### CHURCH OR PARACHURCH BACKGROUND

Please list all churches you have regularly attended in the past 10 years and any previous ministry experience or volunteer involvement.

1. Current Church Name \_\_\_\_\_ Dates attended \_\_\_\_\_

Church Address \_\_\_\_\_

Church Phone \_\_\_\_\_ Email \_\_\_\_\_

Staff Contact (name & position) \_\_\_\_\_

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

2. Former Church Name \_\_\_\_\_ Dates attended \_\_\_\_\_

Church Address \_\_\_\_\_

Church Phone \_\_\_\_\_ Email \_\_\_\_\_

Staff Contact (name & position) \_\_\_\_\_

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

3. Church or Parachurch Name \_\_\_\_\_ Dates attended \_\_\_\_\_

Church Address \_\_\_\_\_

Church Phone \_\_\_\_\_ Email \_\_\_\_\_

Staff Contact (name & position) \_\_\_\_\_

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

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### BACKGROUND INFORMATION

Are you legally authorized or permitted to work in the United States?  Yes  No

Are there any past or present issues (spiritual, physical, emotional/mental, social), which would hinder your ability to work appropriately with children or students?  Yes  No

Have you ever been accused, charged or convicted of a criminal offense (felony or misdemeanor other than a parking violation)?  Yes  No

Have you struggled in the past or are you currently struggling with any addictions (alcohol, drug, pornography, etc)?  Yes  No

Is there anything from your past that may come up in the future about you that could hurt the ministry of High Point Church?  Yes  No

If you answered *no* to the first question or *yes* to the remaining questions, please explain (attach additional page if needed).

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**BACKGROUND CHECK**

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for an internship with High Point Church, Inc.. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the High Point Church, Inc.** You have the right, upon written request made within a reasonable time after receipt of this notice, to obtain disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for internship is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

**Name** (*first, middle, last*) \_\_\_\_\_

**Other names used** (*maiden, nickname, alias*) \_\_\_\_\_

**Driver's License Number (and state)** \_\_\_\_\_ **Gender** \_\_\_\_\_

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

**Current Address** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

*If you have lived at your current address less than three years, please provide your former address below.  
If you are a college student, please provide your permanent address below.*

**Alternate Address** \_\_\_\_\_

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize High Point Church, Inc. to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at High Point Church, Inc.. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

I certify that all the information submitted by me on this application is true and complete, and that I understand if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am already serving as an intern at the time of the discovery, my internship may be terminated.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Typing your name sufficiently serves as your signature.*