

# PASSAGE

## Ministries®



Dear Applicant,

We would like to personally thank you for considering PASSAGE Ministries, Inc as a place of employment. We are a **VISION-DRIVEN** Christian institution with strong work ethics that stand on the *“Three E’s” Philosophy – Efficiency, Effectiveness and Excellence.*

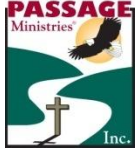
Attached is our employment application - once complete, turn it in to the Corporate Office, located at 2020 NE 15<sup>th</sup> Street Gainesville, Fl -Monday-Friday from 9am-4pm or fax to (352)264-9980.

Again, thank you for your interest in PASSAGE Ministries, Inc.

Sincerely,

Human Resources

Inc.



# **PASSAGE MINISTRIES, INC.**

## **STATEMENT OF FAITH**

### **STATEMENT 1: INSPIRATION OF SCRIPTURE**

We believe the Bible to be the only infallible, inerrant and immutable written Word of God. The Scriptures, Old and New Testaments, are verbally inspired of God and are the revelation of God to man. It is our only authoritative rule of faith and practice. (2 Timothy 3:15-17, 1 Peter 1:21).

### **STATEMENT 2: ONE GOD**

We believe that there is one God, eternally existent in three Persons, the Trinity: God the Father, God the Son, and God the Holy Spirit. (2 Corinthians 13:14) We believe that Jesus Christ is the Son of the Living God, the Redeemer and Savior of mankind, miraculously conceived of the Holy Spirit, born of the Virgin Mary. We believe in the true deity and full humanity of our Lord Jesus Christ. We believe God is holy, righteous, just loving and full of mercy. We believe in the death, burial, and bodily resurrection of Jesus Christ. We believe in His ascension into Heaven, where He sits at the right hand of God the Father Almighty.

### **STATEMENT 3: SALVATION**

We believe that salvation is by grace, through faith alone. The salvation of sinners by grace, through faith is the all sufficient work of Christ on our behalf upon the cross of Calvary. (Ephesians 2:8; John 3:16; Romans 5:8; Romans 10:8-10) We believe that repentance, which is a sincere positive change of mind in regard to sin, is required of all sinners. (1 John 1:9) We believe that regeneration or the; new birth; is that gracious work of God whereby the moral nature of the repentant believer is spiritually quickened and given a distinctively spiritual life, capable of faith, love and obedience. (2 Corinthians 5:17; Galatians 2:20)

### **STATEMENT 4: THE GREAT COMMISSION**

We believe the Lord commissioned His church; the body of believers -- to undertake the discipleship of the world. (Mark 16:15)

### **STATEMENT 5: BAPTISM**

We believe that water baptism by immersion symbolizes the death, burial and resurrection of Christ; signifies rebirth; and is an outward expression of the believers' inner conviction and faith. (Matthew 28:19) We believe in the baptism of the Holy Spirit that gives the believer power to live a Godly life. (Acts 2:4)

### **STATEMENT 6: HOLY COMMUNION**

We believe the Lord's Supper is an act of obedience and a symbol of the body and blood of Christ and a memorial for believers. (1 Corinthians 11:24-26)

### **STATEMENT 7: STEWARDSHIP**

We believe that each believer is scripturally required to be responsible stewards of the resources which God places in his/her life --time, money and abilities. Each believer should faithfully

support the work of expanding the Kingdom of God. We believe that a prosperous life, both spiritually and temporally, is an assurance to the obedient believer. (Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Proverbs 3:9; Malachi 3:8-12; Matthew 6:1-4; 2 Corinthians 9:7; Philippians 4:10-19; 3 John 1:2)

#### **STATEMENT 8: SANCTIFICATION**

We believe in the sanctifying power of the Word of God and the Holy Spirit. We believe that the indwelling Holy Spirit enables one to live a Holy and separated life. (1 Corinthians 1:30; 1 Thessalonians 4:3; 2 Thessalonians 2:13; 1 Peter 1:2)

#### **STATEMENT 9: GIFTS OF THE SPIRIT**

We believe that the gifts of the Spirit are to be exercised and practiced in the Church. We believe that the Holy Spirit has given to each individual various gifts. Each Christian has a personal obligation to understand accurately what his/her gifts are and to put them to work in the worship of God. (1 Corinthians 12:22-24; Ephesians 4:11-16)

#### **STATEMENT 10: FRUIT OF THE SPIRIT**

We believe that the believer shows evidence of a Spirit-filled life. The believer's lifestyle is testimony to his/her true beliefs and convictions. (Galatians 5:22; Ephesians 4:20-32)

#### **STATEMENT 11: DIVINE HEALING**

We believe in divine healing through faith in the Name of Jesus Christ. We believe that the redemptive work of Christ on the Cross provides healing for the human body in answer to believing prayer. (Isaiah 53:5; James 5:14-16; 1 Peter 2:24)

#### **STATEMENT 12: THE KINGDOM OF GOD**

We believe that the Kingdom of God is the rule of God and His will through the hearts of men in the earth realm. We believe that the Kingdom of God will be in its fullest expression when Jesus Christ returns at the end of this age. (Luke 4:43; Romans 5:17)

#### **STATEMENT 13: FINAL JUDGEMENT**

We believe in the eternal life of the believer and the eternal punishment of the unbeliever. (Matthew 16:27; Romans 14:10; 2 Corinthians 5:10; John 14:1-3; Revelation 7:15-17; Revelation 20:10, 15)

#### **STATEMENT 14: THE BLESSED HOPE**

We believe that the Lord Jesus Christ will return in His power and glory to receive His Church. (1 Thessalonians 4:16-17)

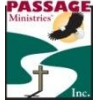
#### **STATEMENT 15: EDUCATION**

We believe that each believer should faithfully study the word of God in order to grow spiritually, do good works, and effectively minister to others. (1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17) We also believe that we honor God and his word when we inspire and help our children learn, plus strengthen and apply our own mental and intellectual faculties for personal and academic achievement. We believe that education enhances our families and communities. The Bible says a number of things about

learning, including getting wisdom, and getting understanding: - Forget it not; neither decline from the words of my mouth. Proverbs 4:5 - Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding. Proverbs 4:7 - He that refuseth instruction despiseth his own soul: but he that heareth reproof getteth understanding. Proverbs 15:32 - How much better is it to get wisdom than gold and to get understanding rather to be chosen than silver! Proverbs 16:16

#### **STATEMENT 16: THE FAMILY**

The family is an institution ordained and established by God as the foundational unit of our human society. Marriage is the uniting of one man and one woman in covenant relationship with God. This union is modeled after Christ and His church in that as Christ is the head of the Church so is the man to be the head of his family. A husband is to love his wife as Christ loved the church. He is to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. Children are a blessing from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents. (Genesis 1:26-28; 2:15-25; 3:1-20; 1 Samuel 1:26-28; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7)



# PASSAGE MINISTRIES, INC.

## EMPLOYMENT APPLICATION

- PASSAGE FAMILY CHURCH   
  PASSAGE CHRISTIAN ACADEMY   
  CUDDLY KIDS ACADEMY  
 FLORIDA SMART KIDS TUTORING   
  PRIMETIME AFTER-SCHOOL   
  OAK TREE EARLY LEARNING ACADEMY

### DATE OF APPLICATION

LAST NAME		FIRST NAME	MIDDLE NAME
CURRENT ADDRESS		CITY, STATE & ZIP CODE	
MAILING ADDRESS			
PAST ADDRESS IF LESS THAN 5 YEARS		CITY, STATE & ZIP CODE	
HOME NUMBER WITH AREA CODE		DAYTIME NUMBER WITH AREA CODE	
DRIVERS LICENSE NUMBER		LIST ANY NICKNAMES AND ALIAS NAMES:	
IS LICENSE VALID? <input type="checkbox"/> YES <input type="checkbox"/> NO			
EMAIL ADDRESS			

WHAT POSITION ARE YOU APPLYING FOR? \_\_\_\_\_  FULL-TIME  PART-TIME

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION?  YES  NO

HAVE YOU EVER BEEN EMPLOYED BY PMI BEFORE?  YES  NO; IF YES, WHICH LOCATION, POSITION HELD AND TIME OF EMPLOYMENT: \_\_\_\_\_

ARE YOU ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?         YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A FIRST DEGREE MISDEMEANOR?  YES  NO

IF "YES", what charges? \_\_\_\_\_

Where convicted? \_\_\_\_\_ Date of conviction: \_\_\_\_\_

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME  YES  NO WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

IF "YES", what charges? \_\_\_\_\_

Where? \_\_\_\_\_ Date: \_\_\_\_\_

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD FOR A  YES  NO  
 CRIME WHICH IS A FELONY OR A FIRST DEGREE MISDEMEANOR?

If "YES", what charges? \_\_\_\_\_

Where? \_\_\_\_\_ Date: \_\_\_\_\_

(A CRIMINAL CONVICTION WILL NOT NECESSARILY DISQUALIFY YOU FROM CONSIDERATION FOR EMPLOYMENT)

**NEXT THREE QUESTIONS ARE FOR CHILDCARE EMPLOYEES ONLY**

HAVE YOU EVER HELD A CHILD CARE LICENSE WITH THE DEPARTMENT OF CHILDREN AND FAMILIES OR BEEN REGISTERED TO PROVIDE CHILD CARE IN YOUR HOME? \_\_\_\_ YES \_\_\_\_ NO

WHILE EMPLOYED IN A CHILD CARE PROGRAM, HAVE YOU EVER BEEN THE SUBJECT OF DISCIPLINARY ACTION, OR BEEN PARTLY RESPONSIBLE FOR A CHILD CARE FACILITY RECEIVING AND ADMINISTRATIVE FINE OR OTHER DISCIPLINARY ACTION? \_\_\_\_ YES \_\_\_\_ NO IF YES, PLEASE EXPLAIN \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU WORKED AT A CHILDCARE FACILITY THAT HAS HAD THEIR LICENSE DENIED, REVOKED OR SUSPENDED IN ANY STATE OR JURISDICTION? \_\_\_\_ YES \_\_\_\_ NO

EDUCATION	YEARS COMPLETED	AREA OF STUDY Transcripts may be required	DIPLOMA/DEGREE
HIGH SCHOOL		NOT APPLICABLE	
COLLEGE			
BUSINESS/TECHNICAL			
OTHER			
MILITARY SERVICE			
BRANCH	FROM	To	
TYPE OF DISCHARGE			

# CHURCH AFFILIATION

PLEASE PROVIDE THE FOLLOWING INFORMATION CONCERNING YOUR CHURCH ATTENDANCE OVER THE PAST 3 YEARS

NAME OF CHURCH	DATES ATTENDED	ADDRESS	CONTACT NAME & NUMBER

# LICENSURE, REGISTRATION, CERTIFICATION

(Examples: CPA, FCCPC, Teaching Certificate)

TYPE	DATE OF ISSUANCE

**DCF Transcripts must be submitted with the application**

# EMPLOYMENT HISTORY

LIST LAST 4 JOBS STARTING WITH THE MOST RECENT

EMPLOYER	ADDRESS		CITY, STATE & ZIP		TELEPHONE NUMBER INCLUDING AREA CODE
SUPERVISORS NAME	FROM	TO	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING
POSITION & JOB DUTIES					

EMPLOYER	ADDRESS		CITY, STATE & ZIP		TELEPHONE NUMBER
SUPERVISORS NAME	FROM	TO	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING

POSITION & JOB DUTIES					
EMPLOYER	ADDRESS		CITY, STATE & ZIP		TELEPHONE NUMBER
SUPERVISORS NAME	FROM	To	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING
POSITION & JOB DUTIES					
EMPLOYER	ADDRESS		CITY, STATE & ZIP		TELEPHONE NUMBER
SUPERVISORS NAME	FROM	To	STARTING SALARY	ENDING SALARY	REASON FOR LEAVING
POSITION & JOB DUTIES					

## TRAINING AND EXPERIENCE

LIST ANY ADDITIONAL TRAINING OR EXPERIENCE YOU HAVE HAD THAT QUALIFIES YOU FOR THE POSITION YOU ARE SEEKING:

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LIST ALL COMPUTER AND SOFTWARE EXPERIENCE YOU HAVE INCLUDING YEAR OF KNOWLEDGE

	YEARS EXPERIENCE		YEARS EXPERIENCE
FAX	_____	COPIER	_____
MULTI-PHONE	_____	INTERNET	_____
OUTLOOK	_____	WORD	_____
EXCEL	_____	PUBLISHER	_____
POWER POINT	_____	10-KEY	_____

PLEASE LIST ADDITIONAL SKILLS \_\_\_\_\_



# REFERENCES

LIST 3 REFERENCES THAT ARE **NOT** FAMILY MEMBERS

NAME	ADDRESS	CITY, STATE, ZIP	PHONE

## APPLICANT STATEMENT---PLEASE READ CAREFULLY

IN CONSIDERATION OF THE RECEIPT AND EVALUATION OF THIS APPLICATION BY THE CHURCH, I AGREE AND REPRESENT THAT:

- I CERTIFY THAT ALL INFORMATION GIVEN BY ME ON THIS APPLICATION IS CORRECT, TRUE AND COMPLETE. I UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION ON THIS APPLICATION MAY BE CONSIDERED SUFFICIENT CAUSE TO CANCEL FURTHER CONSIDERATION OF THIS APPLICATION, OR IMMEDIATE DISCHARGE FROM THE EMPLOYER’S SERVICE.
- I AUTHORIZE ANY REFERENCE, SCHOOLS, CURRENT OR FORMER EMPLOYERS, CURRENT OR FORMER SUPERVISORS, CHURCHES OR DENOMINATIONAL AGENCIES, OR ANY OTHER PERSON OR ORGANIZATION, WHETHER OR NOT IDENTIFIED IN THIS APPLICATION, TO GIVE YOU ANY INFORMATION (INCLUDING OPINIONS) REGARDING MY CHARACTER AND FITNESS FOR EMPLOYMENT. I HEREBY RELEASE ANY INDIVIDUAL, EMPLOYER, CHURCH, DENOMINATIONAL AGENCY OR OFFICIAL, REFERENCE, OR ANY OTHER PERSON OR ORGANIZATION, INCLUDING RECORD CUSTODIANS, BOTH COLLECTIVELY AND INDIVIDUALLY, AND WHETHER OR NOT IDENTIFIED IN THIS APPLICATION, FROM ANY AND ALL LIABILITY FOR DAMAGES OF WHATEVER KIND OR NATURE WHICH MAY AT ANY TIME RESULT TO ME, MY HEIRS, OR FAMILY ON ACCOUNT OF COMPLIANCE OR ANY ATTEMPTS TO COMPLY WITH THIS AUTHORIZATION, EXCEPTING ONLY THE COMMUNICATION OF KNOWINGLY FALSE INFORMATION. **I FURTHER STATE THAT I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOWING THE CONTENTS THEREOF I SIGN THIS RELEASE OF MY OWN FREE ACT.** A FACSIMILE OR PHOTOCOPY OF THIS AUTHORIZATION SHALL BE AS VALID AS THE ORIGINAL.
- I (CHECK ONE)  WAIVE  DO NOT WAIVE  
ANY RIGHT THAT I MAY HAVE TO INSPECT ANY INFORMATION PROVIDED ABOUT ME BY ANY PERSON OR ORGANIZATION DESCRIBED ABOVE.
- SHOULD MY APPLICATION BE ACCEPTED, I AGREE TO BE BOUND BY THE BYLAWS, STATEMENT OF FAITH, AND POLICIES AND PROCEDURES OF PASSAGE MINISTRIES, INC. AND TO REFRAIN FROM ANY CONDUCT IN VIOLATION OF THE CHURCH’S TEACHINGS.
- I UNDERSTAND AND AGREE THAT NOTHING CONTAINED IN THIS APPLICATION FOR EMPLOYMENT OR IN ANY PRE-EMPLOYMENT INTERVIEW IS INTENDED TO OR SHALL CREATE A CONTRACT BETWEEN MYSELF AND PASSAGE MINISTRIES, INC FOR EITHER EMPLOYMENT OR THE PROVIDING OF ANY BENEFIT. I FURTHER UNDERSTAND THAT A CRIMINAL RECORDS CHECK MAY BE CONDUCTED ON ME, AND I CONSENT TO SUCH CHECK.
- I UNDERSTAND THAT PASSAGE MINISTRIES, INC IS A DRUG FREE WORKPLACE.

- I UNDERSTAND THAT IF I AM HIRED, I AM FREE TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME FOR ANY REASON. HOWEVER, PASSAGE MINISTRIES, INC ALSO RESERVES ITS RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY LAWFUL REASON. I FURTHER UNDERSTAND THE COST OF MY BACKGROUND CHECK WILL BE DEDUCTED FROM MY 1<sup>ST</sup> PAYROLL CHECK.
- **AS A CHURCH, PASSAGE MINISTRIES, INC TAKES FULL ADVANTAGE OF THE EXEMPTION FOR TITLE VII “RELIGIOUS DISCRIMINATION” AFFORDED TO RELIGIOUS ORGANIZATIONS. PASSAGE RESERVES ALL RIGHTS ALLOWED BY LAW TO BASE EMPLOYMENT ACTION ON THE GROUNDS OF RELIGIOUS BELIEFS AND DOCTRINE.**
- I UNDERSTAND THAT IF I AM HIRED, I MUST BE AT LEAST 18 YEARS OF AGE AND WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL AUTHORITY TO WORK IN THE U.S.A.
- **I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND AGREE TO THEM. THIS IS A LEGAL DOCUMENT AND I UNDERSTAND THAT I HAVE THE OPPORTUNITY TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

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**FOR HUMAN RESOURCE USE ONLY:**

DATE APPLICATION RECEIVED \_\_\_\_\_

RECEIVED BY WHOM: \_\_\_\_\_

PRELIMINARY REVIEW BY \_\_\_\_\_

MEETS QUALIFICATIONS \_\_\_\_\_

INTERVIEW DATE & TIME \_\_\_\_\_

EMPLOYMENT HISTORY VERIFIED

YES     NO

REFERENCES VERIFIED     YES     NO

HIRE     NOT HIRED

POSITION HIRED FOR \_\_\_\_\_

DATE OFFER MADE \_\_\_\_\_

HIRE DATE \_\_\_\_\_

STARTING SALARY \_\_\_\_\_

CEO APPROVAL OF SALARY \_\_\_\_\_ (GBD)

DATE NOTIFIED BY PMI OF REJECTION OR APPLICATION STATUS (FOR VACANCIES WITH EXPENDED OPENING): \_\_\_\_\_

APPLICATION AND SUPPORTING DOCUMENTS HAVE BEEN REVIEWED. THE JOB OFFER OR DENIAL LETTER HAS BEEN SUBMITTED.

\_\_\_\_\_

\_\_\_\_\_

HUMAN RESOURCE DIRECTOR

DATE