

## **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. Skyler Womack**

**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,**

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## **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?**

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

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**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:

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## **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 – Att. Skyler Womack***

***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  
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**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.**



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

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**PHONE NUMBER** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REFERENCE: PERSONAL REFERENCE**

**Applicant's Name:** \_\_\_\_\_

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**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_