



STRICTLY CONFIDENTIAL
STAFF APPLICATION FORM

Please attach
your recent
photograph
here.

SCRIPTURE UNION IN PENINSULAR MALAYSIA
386 Jalan 5/59, 46000 Petaling Jaya, Selangor
Tel: 03-77829592 Fax: 03-77831663
Email: info@su.org.my Website: www.su.org.my

Position applying for:

- Ministry Staff (Full-Time)
- Associate Staff
- Project Staff
- Administrative Staff (Full-Time)
- Administrative Staff (Part-Time)

Ministry Department:

- Bible Resource Ministry
- Children Ministry
- General Office
- Camping Ministry
- Youth Ministry

PERSONAL DATA (Please fill in as applicable)

Full Name (as in IC) :

Other Name (if any) :

Home Address :

Postcode :

Telephone : H/Phone: Hse:

Email Address :

Citizenship : Race:

NRIC No. :

Driving License No. :

Date of Birth :

FAMILY DETAILS (Please fill in as applicable)

Marital Status : Single Engaged Married
 Widow(er) Separated

Spouse's Name : Age :

Spouse's Occupation :

Spouse's Employer :

Names of Children : Age :

..... Age :

..... Age :

LIST OF DEPENDANTS (Please fill in as applicable)

Please list people (spouse, children, parents & others) who are dependants and/or whom you are supporting financially.

Full Name	Relation	Age	Occupation
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QUALIFICATIONS, WORK EXPERIENCES AND OTHER SKILLS

1. Schools, Colleges, Universities and Others. (Please attach photocopy of relevant certificates as needed.)

Name of Institutions	Graduation Year	Achievements
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2. Work Experiences. If necessary, please attach an additional list and/or resume.

Name of Employer	Position Held	Years of Work	Last Drawn Salary
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3. Language Proficiency (Both Spoken and Written)

English	Spoken:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
	Written:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
B. Malaysia	Spoken:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
	Written:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
Mandarin	Spoken:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
	Written:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
.....	Spoken:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
	Written:	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None

4. Softwares/Programs

Proficiency Levels

Microsoft Word	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
Mircrosoft Excel	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
Mircrosoft Powerpoint	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
.....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
.....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None
.....	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor	<input type="checkbox"/> None

Do you have any other Computer or IT related skills (such as website, hardware, etc)?

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SPIRITUAL / CHURCH LIFE AND FULL-TIME MINISTRY

1. When did you become a Christian?

- Before Primary School Primary School Age
 Secondary School Age After Secondary School

How many years have you been a Christian?

2. How regular is your Quiet Time?

- Daily 4-5 times a week 2-3 times a week

Specify QT Material used:

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3. How regularly do you attend church?

- Weekly 2-3 times a month Once a month

Name of Church you are attending:

No. of years attended this church? 1-3 Years 4-7 Years Above 7 Years

Please mark (or specify) the capacities you are serving in your church.

- Pastor or Elder or Deacon or Church or Committee Member
 Cell Group Leader or Bible Study Group Leader
 Sunday School. Please specify:
- Youth Fellowship. Please specify:
- Worship and Music. Please specify:
- Others. Please specify:

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4. Are you involved in any Christian Ministries outside your church?
 No Yes (Please specify.)
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5. Briefly describe your convictions and circumstances regarding your intention to enter full-time Christian Ministry.
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6. Briefly describe the circumstances and how you have been led to apply to join SU.
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7. Why do you think you are a suitable candidate for the position you are applying for?
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8. Is/Are your Church / Pastor / Leaders aware of this application?
 Yes No Not sure Not applicable
Are they supportive of this application?
 Yes No Not sure Not applicable

9. Is your spouse aware of this application?
 Yes No Not sure Not applicable
Is he/she supportive of this application?
 Yes No Not sure Not applicable

10. Are your parents aware of this application?
 Yes No Not sure Not applicable
Are they supportive of this application?
 Yes No Not sure Not applicable

PERSONAL HEALTH, HOBBIES AND INTERESTS

1. Do you have any physical limitations or allergies?

- No Yes (Please specify.)

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2. Do you have any medical conditions which require long term medication?

- No Yes (Please specify.)

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3. Do you belong to any high risk category of infectious diseases?

- No Yes (Please specify.)

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4. What are some games or sports you play or enjoy?

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5. What are some of your hobbies or interests?

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6. What is one movie you have seen recently? Write a few lines of comment on this.

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7. What is one book you have read recently? Write a few lines of comment on this.

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ENCOUNTERS WITH SCRIPTURE UNION

1. Were you active in any Secondary School Christian Fellowship as a student?
 No Yes. I was a member.
 Yes. I was a member and I have served in some capacities. (Please specify.)

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- Were you active in any College or Varsity Christian Fellowship?
 No Yes. I was a member.
 Yes. I was a member and I have served in some capacities. (Please specify.)

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2. Have you attended any SU Camp as a camper when you were young?
 No 1-2 camps 3 camps or more
If yes, name the camp(s) you have attended:

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- Have you served in any SU Camps as an officer before?
 No 1-2 camps 3 camps or more
If yes, name the camp(s) you have served in:

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3. Do you know any SU Staff personally?
 No Yes. Staff I know is/are:

4. Have you used or read any SU Resource Materials before?
 No Yes. SU Resource Material(s) I have used is/are:

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APPLICANT’S COMMITMENT AND EXPECTATIONS

1. Please read the SU/FES Statement of Faith attached to this application form carefully. If you are in full agreement with this statement, please sign it. If there are any points you are not sure about, please specify :

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2. SU Ministry Staff, Associate Staff and Project Staff are usually employed under service contracts of 2-3 years per term. If your application is successful, how long do you plan to serve in Scripture Union?

3. SU ministry work for Ministry Staff, Associate Staff and Project Staff will involve some traveling over weekdays and weekends. The average outstation trip is about 2-4 days.

Are you prepared to travel within the country?

Yes No

Are you prepared to travel out of the country?

Yes No

Too what extend are you prepared to travel?

As frequently and as long as needed.
 About 2-3 trips per month.
 About 1-2 trips per month.
 About 5-6 trips per year.
 About 3-4 trips per year.

4. If your application is successful, what take home salary do you expect from Scripture Union?

5. If your application is successful, when can you start work?

6. If your application is successful, which region would you prefer to be based in?

Central Region (PJ) Northern Region (Ipoh)
 Southern Region (No office yet)

Would you be prepared to be transferred if required?

Yes No Not sure

APPLICANT’S REFEREES

Please supply the names of two persons to whom Scripture Union could contact as your referees. These should be mature people who have a reasonable knowledge of you as a person. We will be mailing some questionnaires for them to complete and return to us.

1. First Referee (Should be a Pastor / Elder / Deacon / Church or Committee)

Name : Rev/Pastor/Mr/Ms

Occupation :

Address :

.....

Telephone : H/Phone: Off: Email:

How is this person related to you?

2. Second Referee (Can be anybody else)

Name : Rev/Pastor/Mr/Ms

Occupation :

Address :

.....

Telephone : H/Phone: Off: Email:

How is this person related to you?

APPLICANT’S VERIFICATION

I confirm that the information given in this application form is true and accurate to the best of my knowledge.

Signature: Date:

SU AIM & MISSION

Working with the Churches, Scripture Union aims to make God’s Good News known to Children, Young People and Families, and to encourage people of all ages to meet God daily through the Bible and Prayer; so that they may come to personal faith in our Lord Jesus Christ, grow in Christian maturity and become committed church members and servants of a world in need.

SU STATEMENTS OF BELIEF

Scripture Union upholds the fundamental truths of Christianity as revealed in the Bible including:

1. The Unity of the Father, of the Son and the Holy Spirit in the Godhead.
2. The Sovereignty of God in Creation, Providence, Redemption and Final Judgment.
3. The Divine Inspiration and the Entire Trustworthiness of the Holy Scripture and its Supreme Authority in all matters of Faith and Conduct.
4. The Sinfulness and Guilt of all men since the Fall, rendering them subject to God’s wrath and Condemnation.
5. The Virgin Birth of the Lord Jesus Christ.
6. The Redemption from Guilt, Penalty and Power of Sin solely through the Sacrificial Death of the Lord Jesus Christ, the Incarnate Son of God as our Representative and Substitute.
7. The Bodily Resurrection of the Lord Jesus Christ from the dead, His Ascension to the right hand of God the Father.
8. The necessity of the Work of the Holy Spirit to make the death of Christ effective to the individual sinner, granting him Repentance towards God and Faith in our Lord Jesus.
9. The Justification of the sinner by the Grace of God through Christ alone.
10. The Indwelling and Work of the Holy Spirit in the Believer.
11. The One Holy, Universal Church, which is the Body of Christ, and to which all true believers belong.
12. The Expectation of the Imminent and Personal Return of the Lord Jesus Christ.

In my application to join Scripture Union as a staff, I hereby declare that I have read and understood the SU Aims & Mission Statement and the SU Statements of Belief above, and hereby signify my reserved assent to the above.

Name: Signature:

NRIC No: Date: