



MOODY

820 N. LaSalle Blvd., Chicago, IL 60610

www.moodyministries.net

EMPLOYMENT QUESTIONNAIRE

PLEASE TYPE OR PRINT IN INK.

Last name: _____ First name: _____ Middle initial: _____ Application date: _____

Address (street and number): _____ City: _____ State: _____ Zip: _____

Phone: (_____) _____ Mobile phone: (_____) _____ E-mail: _____

Are you:
 Under 16 16-18 Over 18 years of age

Are you legally authorized to live and work in the United States?
 Yes Not at this time

Have you, since age 18, ever been convicted of a misdemeanor or felony? No Yes

If YES, give date and explain: _____

(Note: A conviction does not necessarily bar you from employment. Each conviction will be judged on its own merits with respect of time, circumstance, and seriousness.)

Have you ever been Separated? Divorced? Remarried? None of these

If you have been divorced, give date: _____ Has spouse ever been divorced? Yes No

Position preferred: _____ When available: _____

How long do you want employment? Less than 2 years More than 2 years
Are you available Full time Part time Summer only
Rate of pay expected: _____

Typing speed: _____ Software used and other office skills: _____

Equipment operated: _____

Referral source: Web site Ad Church Posting Friend: _____ Other: _____
(Friend's Name)

What led you to apply for work at MBI

Have you filed an application previously? No Yes Dates: _____

Have you ever been an employee here? No Yes Dates: _____

Have you had relatives employed at Moody Bible Institute? No Yes If yes, names: _____

Do you have any hobbies or interests which can help you better perform the job you are applying for?

Have you ever belonged to an organization or professional group, making you better qualified for the job you are seeking?

Have you ever served in the U.S. Armed Forces? No Yes

Rank at discharge: _____ Branch of service: _____ Dates of duty: From _____ To _____
MO/YEAR MO/YEAR

EDUCATION

High School: _____ / _____ DATES From: _____ To: _____ DEGREE _____
Name Location

College: _____ / _____ DATES From: _____ To: _____ DEGREE _____
Name Location

Other: _____ / _____ DATES From: _____ To: _____ DEGREE _____
Name Location

Other: _____ / _____ DATES From: _____ To: _____ DEGREE _____
Name Location

WORK EXPERIENCE

Begin with present or most recent position and account for the last 10 years. (If more space is needed, request a supplemental experience sheet.)

1. Employer: _____ Name of immediate supervisor: _____ Phone number: (_____) _____
 Address (street and number): _____ City: _____ State: _____ Zip: _____
 From: _____ / _____ To: _____ / _____ Beginning salary: _____ /Hr _____ /Yr Ending salary: _____ /Hr _____ /Yr
Month Year Month Year

Describe the work you performed: _____

Reason for leaving: _____

2. Employer: _____ Name of immediate supervisor: _____ Phone number: (_____) _____
 Address (street and number): _____ City: _____ State: _____ Zip: _____
 From: _____ / _____ To: _____ / _____ Beginning salary: _____ /Hr _____ /Yr Ending salary: _____ /Hr _____ /Yr
Month Year Month Year

Describe the work you performed: _____

Reason for leaving: _____

3. Employer: _____ Name of immediate supervisor: _____ Phone number: (_____) _____
 Address (street and number): _____ City: _____ State: _____ Zip: _____
 From: _____ / _____ To: _____ / _____ Beginning salary: _____ /Hr _____ /Yr Ending salary: _____ /Hr _____ /Yr
Month Year Month Year

Describe the work you performed: _____

Reason for leaving: _____

4. Employer: _____ Name of immediate supervisor: _____ Phone number: (_____) _____
 Address (street and number): _____ City: _____ State: _____ Zip: _____
 From: _____ / _____ To: _____ / _____ Beginning salary: _____ /Hr _____ /Yr Ending salary: _____ /Hr _____ /Yr
Month Year Month Year

Describe the work you performed: _____

Reason for leaving: _____

Please give names and addresses of four non-relative friends (not present or former employer)

Name	Relationship	Address	City/State/Zip	Phone	Years Known
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____

Do you have any physical or emotional handicaps or chronic illnesses/conditions that might require some type of accomodation in specific kinds of work?

No Yes If yes, please explain _____

How many days were you away from work during the last two years due to illness? _____ Why? _____

This application does not constitute an application for employment in Broadcasting.

I do certify that the above statements are complete and true. I understand that I may be subject to a background investigation and I authorize the Institute to seek information from the reference sources included herein. I further understand that any employment relationship offered is for an indefinite period of time and is terminable at will by the Moody Bible Institute.

Signature: _____ Date: _____

Date we may contact your present employer for references: _____



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PERSONAL FAITH STATEMENT

Name: _____ Today's date: _____

1. Have you accepted Jesus Christ as your Savior and Lord? No Yes When? _____

2. How do you know you are a Christian?

3. Please give a brief testimony, including the circumstances of your conversion.

4. Have you read and do you agree with the Institute's Doctrinal Statement? Yes No

5. What church are you presently attending? Member? Yes No

Church name: _____ Pastor's Name: _____

Church address: _____ Church phone number: _____

6. Are you a member of a church elsewhere? Yes No

Church name: _____ Pastor's Name: _____

Church address: _____ Church phone number: _____

7. Have you ever served in any kind of ministry; i.e. church, youth club, shelter, etc.? Yes No

If so, please give a brief description of your service:

8. Please use the space below to share anything else which you feel would be helpful; i.e. your personal goals as a Christian, doctrinal belief, Christian ministry involvement, and lifestyle standards, etc.



Moody Bible Institute is a community of caring Christians dedicated to helping one another grow towards Christian maturity. We are part of the larger Christian community and we represent an institution committed to the training of Christian workers and to the spreading of the Word of God. We seek to cultivate attitudes and conduct that are consistent with Scripture, striving for Christ-likeness in lifestyle and in the conduct of our ministry.

Our community and witness require mutual understanding. Our voluntary association involves mutual submission and consideration.

The Scriptures encourage us to pursue a course of conduct that is free from both lawlessness and legalism. Rules are not in themselves a test of spirituality.

A spiritual person will submit to God's Word and to God's established authority. Such a person will live in love and self-control in the community in which God allows him or her to live and serve.

The Bible clearly states some precepts and principles as absolutes in moral and ethical behavior. In other areas where legitimate differences of opinion exist, the Bible provides guidelines for behavior. As members of the MBI Christian community, we each commit ourselves to live Christ-honoring lives. Employment at MBI presupposes that each employee has committed his or her life to Jesus Christ for salvation and for Christian service. A lifestyle in accordance with biblical principles is essential to demonstrate that commitment to fellow employees, to MBI students, and to the outside world. Scripture clearly indicates that "what ever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Col. 3:17).

BIBLICAL ABSOLUTES: By biblical absolutes, MBI means those unchanging scriptural truths about God, His creation, and truths that He has established. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation.

Included in the absolutes are certain commands or requirements of the Bible about moral living. Because we desire that the life of Christ be manifested in the Institute community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, do good to all people, be filled with the Holy Spirit, obey the Word, and trust God for personal needs are illustrative of some of the positive commands of Scripture (Gal. 5:16-23; Eph. 5:18-21; Col. 3:3, 5-17; I Thess. 5:12-22).

The Bible also forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebelliousness, and jealousy are equally displeasing to God.

These biblical precepts are to govern our lives at and away from the work place, manifesting the life of Christ in our conduct and attitudes, expressing joy and abundant living. Jesus Christ said, "I have come that they may have life, and have it to the full" (John 10:10).

COMMUNITY STANDARDS: At MBI, we are committed to maintaining a lifestyle based on biblical principles. These principles are abiding general truths deduced from Scripture that guide us in our thoughts and actions. We have, therefore, established some moderate standards to govern the lifestyle of our community. While we realize that these may not totally reflect the personal preferences of each employee, they enable our community to function in harmony and under the Lordship of Christ.

Therefore, we prohibit gambling, the use of non-commercial drugs, social dancing, tobacco in any form, consumption of alcoholic beverages, sexually explicit material, and similar practices which are not consistent with MBI community standards. Applying principles of modesty and appropriateness, we employ a moderate dress code.

We expect membership in and regular attendance at worship services of a conservative, evangelical local church and other spiritual activities on Sunday to make it a special day of renewal set apart from other activities of the week. In all things, we desire to live balanced Christian lives, avoiding that which is offensive, divisive, or legalistic, not flaunting our liberty in Christ.

INDIVIDUAL DISCRETION: By individual discretion we mean that each believer, though free to follow a biblically informed conscience in some practices, must in love and consideration adapt behavior to benefit others and the community. The application of some biblical principles governing Christians living in the community is an administrative prerogative at MBI, and other principles are left for individual application.



For instance, while the principle stands that we all need fellowship with God in Bible study and prayer, the specific time, place, and method for personal devotions are an individual choice. Employees also have the responsibility to apply these principles to their own life situations, such as choosing a church to attend or developing friendships.

The entertainment industry often promotes values and products which are contrary to Scripture. Profanity, excessive violence, illicit sex, inappropriate lifestyles and other forms of aberrant behavior not only dominate entertainment themes but are portrayed as desirable. Conversely God's Word instructs believers to be committed to whatever is "true,...honorable,...right,...pure,...lovely, and of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things" (Phil. 4:8). Therefore, employees of the Moody Bible Institute should avoid any form of entertainment or activity which does not promote values consistent with biblical principles of righteousness and personal purity.

While a person is an employee of Moody Bible Institute, we expect personal behavior to be manifested in a consistent Christian testimony, thereby furthering the effective witness of this Christian community. Each employee is responsible to exercise discretion with reference to reading materials, visual entertainment, choices of music, concerts, and attendance at places of entertainment. An employee is never justified in violating these standards for the sake of exposure to a particular form of media—even in pursuit of so-called relevance. Employees should be guided by the overriding principle that the freedom of the Christian goes hand in hand with individual responsibility to Christ and fellow believers. "For you were called to freedom, brothers; only do not turn your freedom into an opportunity for the flesh, but through love serve one another" (Gal. 5:13 NASB).

ADMINISTRATIVE PROCEDURES: Certain rules and guidelines are necessary for the proper functioning of a community that may not apply to individuals. Since we are committed to honor Christ and to love one another, employees of the Institute freely assume certain regulations governing personal behavior. In addition to those stated above, others are stated in the Employee Information Guide.

BUSINESS DRESS: All Institute employees are expected to dress in a manner that is modest, professional, and appropriate to their specific job and workplace.

Hair should be well groomed, avoiding extremes in cut and color. Other than earrings for women, visible piercing with adornment is not appropriate.

A complete statement on MBI business dress appears in the *Employee Information Guide* and includes guidelines for "business dress" and "business casual dress."

Business casual dress is an option that may be extended to employees by department management, depending on the work and business requirements of the work unit. In areas where employees are granted the option of business casual dress, it remains the employee's responsibility to be properly and professionally attired for occasions when business dress is appropriate.

In some departments employees are asked to wear uniforms while performing their work. Employees are responsible for following all department rules and requirements about the use and care of those uniforms.

The Institute Administration reserves the right to make interpretive application of all the aforementioned guidelines with respect to employees. In addition, the Administration may evaluate an individual's response to these standards and extend counsel where appropriate. In cases where employee conduct is determined to violate these guidelines, the Institute may, at its sole discretion, elect to discipline or discharge the employee.

Implicit in accepting an offer of employment is agreement to abide by these standards.

I have read and do understand the standards described above.

Initials

Date



MOODY BIBLE INSTITUTE DOCTRINAL STATEMENT

(Adopted at the annual meeting of the Board of Trustees, October, 1928)

In view of the present unrest concerning doctrinal questions within the sphere of evangelical Christianity, and to answer inquiries regarding the position of the Moody Bible Institute thereupon, be it Resolved, That this Board of Trustees places on record the following statement of faith as that to which its members severally subscribe, and to which it requires the subscription of the members of the faculty of the Educational Branch and all the official heads of the Institute, to wit:

ARTICLE I: God is a Person who has revealed Himself as a Trinity in unity, Father, Son and Holy Spirit—three Persons and yet one God (Deut. 6:4; Matt. 28:19; 1 Cor. 8:6).

ARTICLE II: The Bible, including both the Old and the New Testaments, is a divine revelation, the original autographs of which were verbally inspired by the Holy Spirit. (II Tim. 3:16; II Peter 1:21).

ARTICLE III: Jesus Christ is the image of the invisible God, which is to say, He is Himself very God; He took upon Himself our nature, being conceived by the Holy Spirit and born of the Virgin Mary; He died upon the cross as a substitutionary sacrifice for the sin of the world; He arose from the dead in the body in which He was crucified; He ascended into heaven in that body glorified, where He is now our interceding High Priest; He will come again personally and visibly to set up His Kingdom and to judge the quick and the dead (Col. 1:15; Phil. 2:5-8; Matt. 1:18-25; 1 Pet. 2:24-25; Luke 24; Heb. 4:14-16; Acts 1:9-11; I Thess. 4:16-18; Matt. 25:31-46; Rev. 11:15-17; 20:4-6, 11-15).

ARTICLE IV: Man was created in the image of God but fell into sin, and, in that sense, is lost; this is true of all men, and except a man be born again he cannot see the kingdom of God; salvation is by grace through faith in Christ who His own self bore our sins in His own body on the tree; the retribution of the wicked and unbelieving and the rewards of the righteous are everlasting, and as the reward is conscious, so is the retribution (Gen. 1:26-27; Rom. 3:10, 23; John 3:3; Acts 13:38-39; 4:12; John 3:16; Matt. 25:46; II Cor. 5:1; II Thess. 1:7-10).

ARTICLE V: The Church is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its Head, Jesus Christ, preaching the gospel among all nations; it will be caught up to meet the Lord in the air ere He appears to set up His kingdom. (Acts 2:41; 15:13-17; Eph. 1:3-6; I Cor. 12:12-13; Matt. 28:19-20; Acts 1:6-8; I Thess. 4:16-18)



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Submitting Your Application

Email:

1. Complete this application by typing your information directly into the forms.
2. Click the SUBMIT FORM button below.
3. A new email message to hresources@moody.edu will be created with this application attached.
4. A resume may be submitted along with this application, but not in lieu of.

Mail and Drop off:

1. Print and complete this application.
2. Mail or drop off the completed forms to:

Moody Bible Institute
Human Resources
820 N. LaSalle Boulevard
Chicago, IL 60610