Full Time Information Form
(please type or print legibly)

Dr. Mick Boersma, Director of Field Education & Placement  Date _____________
Megan Bergk, Administrative Coordinator
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* DENOTES FIELDS THAT MUST BE ENTERED.
The Denoted fields must be input into the web database, otherwise it will not post the position.

Church Profile:

*Name of Church or Organization ____________________________________________

* Address _________________________________________________________________
    (street)    (city)    (state)    (zip)

* Church Phone _____-_____-_______    Church Fax _____-_____-_______

Church E-mail ________________________  Web Page ____________________________

* Affiliation/Denomination _________________________________________________
(Non-Denominational churches must attach Church’s Doctrinal Statement.)

Total Church Attendance: ______

Year Church Founded: ______

Church Staff Size: Full Time Staff _____ Part Time Staff _____
Position Profile:

* Title of Position to be filled _________________________________
  Date Position available ____________

* Church Contact Name for Position ________________________________
  (If not given, Contact Church will be listed.)

* Contact Telephone Number _____-_____-_______
  (If not given, Church Telephone Number will be listed.)

Contact Email __________________________

* Attach or type Job Description (1000 character including spaces or less):

* Attach or type Qualifications for Position (1000 characters including spaces or less):  (Other than Biblical qualifications)

* Basic Salary _________________ (range) OR Check Salary Negotiable _____

Benefits:
Housing allowance _________________  Auto Allowance _________________
Medical Ins _________________  Conference time _________________
Pension _________________  Education Expenses _________________
Vacation _________________  Moving Expenses _________________

NOTE: So that our records may stay current and you do not continue to receive inquiries and resumes, please notify this office as soon as the position is filled and/or you no longer desire to receive resumes. This office follows up all positions every 4-6 months to discover if they have been filled or if positions are still available.