



**Dept. of Christian Ministry & Leadership  
Placement Office**

**Part Time/Internship Information Form**  
(please type or print legibly)

**Dr. Mick Boersma**, Director of Field Ed. & Placement  
**Megan Bergk**, Administrative Coordinator  
Telephone: (562) 903-4823      FAX: (562) 906-4502  
E-mail: [megan.bergk@biola.edu](mailto:megan.bergk@biola.edu)

**Date** \_\_\_\_\_

**\* DENOTES FIELDS THAT MUST BE ENTERED.**

**Please do not alter this form; information on this form will be transferred to Talbot Placement's secured web site for Biola/Talbot Alumni and Current Students who are seeking employment. 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:** \_\_\_\_\_

**Church Staff Size: Full Time Staff** \_\_\_\_ **Part Time Staff** \_\_\_\_

**Year church founded** \_\_\_\_\_

## Position Profile:

\* Title of Position to be filled \_\_\_\_\_  
Date available \_\_\_\_\_

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

\* Contact Telephone Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(If not given, church number will be listed.)  
Contact Email \_\_\_\_\_

\* Attach or type Job Description (500 character or less):

\* Attach or type Qualifications for Position (500 characters or less):  
(Other than Biblical qualifications)

\* Approximate Number of Hours Per WEEK (include preparation time): \_\_\_\_\_

\* Salary: \$ \_\_\_\_\_ Per Week OR \$ \_\_\_\_\_ Per Month

Benefits: \_\_\_\_\_

**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 months to discover if they have been filled or if positions are still available.