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

Dr. Mick Boersma, Director of Field Ed. & Placement
Megan Bergk, Administrative Coordinator

Date ______________

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* 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 ________

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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.

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