



EMPLOYMENT APPLICATION

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Easton, MD 21601

Phone: 410.770.9804
Fax: 410.770.9807
Email: usa@sat7.org

*Satellite Television Transforming
the Middle East through
Hope in Jesus Christ*

PERSONAL INFORMATION

Last Name

First Name

Middle Name

Address

City

State

Zip

Best Time to Call

Home Phone

Cell Phone

Work Phone

Fax

E-mail Address

Social Security Number

POSITIONS APPLYING FOR

Please List Position Title(s)

Availability

Full-time

Part-time

Temporary

/Contract

Desired Start Date

Date of Application

REFERRAL SOURCE

Please check all that apply.

- Self
 - Internal Job Posting
 - Employee Referral
 - Website
 - Newspaper
 - Career Fair
 - Other (please specify)
-

GENERAL INFORMATION

Have you ever worked for us before? If Yes, give date(s), position(s), name of supervisor:

Yes

No

Have you ever applied with us before? If Yes, give date(s), position(s), name of recruiter:

Yes

No

May we contact your present employer?

- Yes
- Not now

If hired, can you provide proof you are legally authorized to be employed in the U.S.?

- Yes
- No

Can you travel if a job requires it?

- Yes
- No

In the last 5 years, have you been convicted of a crime, excluding minor traffic violations? (A conviction will not necessarily disqualify you from employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

Yes

No

If so, explain when, where, and disposition of case:

EDUCATION

High School Name & Address

Course of Study

Years Completed

Diploma/Degree Received (if any)

Completion/
Graduation Date

Undergraduate College Name & Address

Course of Study

Years Completed

Diploma/Degree Received (if any)

Completion/
Graduation Date

Graduate/Professional School
Name & Address

Course of Study

Years Completed

Diploma/Degree Received (if any)

Completion/
Graduation Date

Other (Please specify)

LANGUAGE SKILLS - Indicate any language you can speak, read and/or write.

Language 1:

Spoken Fluency

Written Fluency

Minimal

Minimal

Fair

Fair

Excellent

Excellent

Language 2:

Spoken Fluency

Written Fluency

Minimal

Minimal

Fair

Fair

Excellent

Excellent

Language 3:

Spoken Fluency

Written Fluency

Minimal

Minimal

Fair

Fair

Excellent

Excellent

SPECIALIZED SKILLS

Check skills/equipment operated.

MS Word

MS Excel

MS IE/Outlook/OE

MS PowerPoint

Publishing (specify below)

Design/Photo Editing (specify below)

Accounting (specify below)

Databases (specify below)

Sales/Fundraising

Marketing/Branding

Communications/PR/Writing

Media/TV/Video/Radio/Audio

Computer Sciences/Support

Finance/Accounting

Administration

HR/Payroll

Supervision/Management

Strategy/Direction

Non-profit/Ministry/Teaching

List other skills:

ADDITIONAL TRAINING OR PROFESSIONAL CERTIFICATION/MEMBERSHIPS

COPY AND PASTE RESUME

Please start with your present or last job. Include any relevant job-related military service assignments and volunteer activities. You may exclude organizations that include race, color, gender, national origin or disability.

WHY DO YOU WANT TO WORK FOR SAT-7?

Copy and paste your cover letter.

PLEASE EXPLAIN ANY LAPSES IN YOUR EMPLOYMENT HISTORY

You may exclude organizations that indicate race, color, gender, national origin, disability, or family status.

ADDITIONAL INFORMATION THAT MIGHT BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION

(Special qualifications, abilities, achievements, professional honors, awards, etc.)

SALARY HISTORY - Please start with your present or last employer.

Employer 1

Address

Telephone Number

Job Title(s)

Supervisor(s)

E-mail

Reason for Leaving

Employment
Start Date

Employment End Date

Starting Salary
(Indicate hourly or annual)

Ending Salary
(Indicate hourly or annual)

Employer 2

Address

Telephone Number

Job Title(s)

Supervisor(s)

E-mail

Reason for Leaving

Employment
Start Date

Employment End Date

Starting Salary
(Indicate hourly or annual)

Ending Salary
(Indicate hourly or annual)

Employer 3

Address

Telephone Number

Job Title(s)

Supervisor(s)

E-mail

Reason for Leaving

Employment
Start Date

Employment End Date

Starting Salary
(Indicate hourly or annual)

Ending Salary
(Indicate hourly or annual)

REFERENCES - Include some professional and some personal references.

Reference 1

Last Name

First Name

Title

Address

City

State

Zip

Telephone

Alternate Telephone

Dates Known

E-mail

Relationship to You

Reference 2

Last Name	First Name	Title	
Address	City	State	Zip
Telephone	Alternate Telephone	Dates Known	
E-mail	Relationship to You		

Reference 3

Last Name	First Name	Title	
Address	City	State	Zip
Telephone	Alternate Telephone	Dates Known	
E-mail	Relationship to You		

Reference 4

Last Name	First Name	Title	
Address	City	State	Zip
Telephone	Alternate Telephone	Dates Known	

E-mail

Relationship to You

Reference 5

Last Name

First Name

Title

Address

City

State

Zip

Telephone

Alternate Telephone

Dates Known

E-mail

Relationship to You

Reference 6

Last Name

First Name

Title

Address

City

State

Zip

Telephone

Alternate Telephone

Dates Known

E-mail

Relationship to You

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing, in a reasonable manner, the essential functions involved in the job or occupation for which you have applied? A description of the essential functions involved in such a job or occupation is attached.

Yes

No

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed six months. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time.

I understand and acknowledge that any employment relationship with this organization is of an **"at will"** nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this **"at will"** employment relationship may not be changed by any written document or by conduct unless the Executive Director of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations governing the ethical and moral values of this organization.

Signature of Applicant

Date



FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Arrange Interview

Yes

No

Remarks

Interviewer

Date

Employed

Date of Employment

Job Title

Yes

No

Hourly Rate/Annual Salary

Department

By (Name and Title)

Date

Notes



PERSONAL INFORMATION

Last Name

First Name

Middle Name

Position(s) Applying For

STATEMENT OF FAITH

Name, address and phone number of Church

Name of Pastor or Priest

E-mail address of Pastor or Priest

- SAT-7® Employment Application -

Please share a statement of your personal Christian experience. Please focus on your relationship with Christ. (maximum 2,500 characters)