



## Intern/Resident Application

Thank you for your interest in becoming an intern/resident at Door Creek Church. All completed applications can be sent as an email attachment to the Intern/Resident Coordinator (Allie - [adetert@doorcreekchurch.org](mailto:adetert@doorcreekchurch.org)) or by mail to:

Door Creek Church Attn: Internship Program | 6602 Dominion Drive | Madison, WI 53718.  
All of the information sent via email and mail will be processed confidentially.

## Basic Information

<b>Name:</b>		<b>Date of Application:</b>	
<b>Preferred Phone:</b>		<b>Alternate Phone:</b>	
<b>Email Address:</b>		<b>Gender:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mailing Address:			
City:	State:	Zip:	

How did you hear about Door Creek’s Internship/Residency Program?

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## Program Specifics

I am applying for the following program(s):

- Summer Internship Program (mid-May–mid-August)
- Fall Internship Program (mid-August–December)
- Spring Internship Program (mid-January–mid-May)
- Ministry Year Internship Program (9-12 months from date of hire)
- Residency Program (9-12 months from date of hire)

I am applying for the following number of hours per week:

- 20 hours/week
- 30 hours/week
- 40 hours/week

Interns and residents will work closely with a specific staff member and focus in on one area of ministry in addition to general responsibilities. Please rank your interest in all of the following areas on a 5 point scale with 5 being a high level of interest.

- |                                  |                          |                          |
|----------------------------------|--------------------------|--------------------------|
| __ Children’s Ministry           | __ Community Development | __ Worship Arts Ministry |
| __ Student Ministry              | __ Care Ministry         | __ Communications/Design |
| __ Other (please specify: _____) |                          |                          |

Briefly explain why you are passionate and interested in your top choice(s):

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## Education Background

Please list information for all schools post middle-school. This includes high-school, college, technical college, graduate school, community college, Bible institute and seminary.

School Name	Location	Years Completed	Degree	GPA

Are there any specific courses, seminaries, or classes which you feel have helped to prepare you to work in ministry? What have these courses done for you that make you a good candidate for this program? If so, please list the course title and briefly explain their significance and benefit.

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## Employment History

Please do not attach a resume in substitute.

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### Most Recent Employer

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?  Yes  No

### Past Employer

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?  Yes  No

### Past Employer

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Position(s) Held \_\_\_\_\_

Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Supervisor/Manager \_\_\_\_\_ May we contact?  Yes  No

# Strengths and Skills

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List your top three strengths and weaknesses:

Strengths

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Weaknesses

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Rank each of the following based on your level of experience and expertise. Do this based on a 5 point scale with 0 being the least experience and 5 being the most.

\_\_Accounting/Finance

\_\_Audio Production

\_\_Graphic Arts

\_\_Photography

\_\_Journalism

\_\_Computer Skills

\_\_Video Production

\_\_Office Skills

\_\_Languages

\_\_Team Leadership

\_\_Music

Please specify \_\_\_\_\_

Please specify \_\_\_\_\_

Please specify \_\_\_\_\_

Please note any additional skills and interests:

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## Ministry Profile

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Rank the following ministry areas based on your level of experience. Do this based on a 5 point scale with 0 being the least experience and 5 being the most.

\_\_Children's Ministry

\_\_Student Ministry

\_\_Community Development

\_\_Care Ministry

\_\_Other (please specify: \_\_\_\_\_)

\_\_Worship Arts Ministry

\_\_Communications/Design

Are there any aspects of ministry that excite you? Explain. Also, please explain if there are any areas of ministry that you don't enjoy.

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List your top three spiritual gifts. If you do not know your spiritual gifts, please email the Intern/Resident Coordinator and we will provide a spiritual gift evaluation.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

How have you seen these gifts fit in with your ministry experience so far? How would you like to see these gifts used through an internship/residency at Door Creek Church?

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## Personal Story

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**Attached with your application**, please include a brief response answering the questions below.

1. Describe your faith journey. Discuss how you came to know and love God through experiences and people He placed in your life. Explain how this has prepared you for this position.
2. How does this position fit in with your goals? Short-term or long-term, what do you hope this experience will provide for you?

## References

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We ask that you send reference forms out to the individuals listed below. Reference forms are listed at the end of the handbook. If you'd like additional copies of the form, contact the Intern/Resident Coordinator.

List two contacts you've served **under** in ministry:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_

List two contacts you've served **with** in ministry:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_

List two people you have influenced through **your** leadership:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_
2. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Relationship to you \_\_\_\_\_ Email \_\_\_\_\_

# Church Background

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Please list all churches you have regularly attended in the past 10 years. If appropriate, please also indicate any volunteer or ministry experience and involvement.

**Current Church Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Church Address**

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**Staff Contact/Position**

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**Any Ministry Experience**

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**Past Church Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Church Address**

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**Staff Contact/Position**

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**Any Ministry Experience**

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**Past Church Name** \_\_\_\_\_ **Dates Attended** \_\_\_\_\_

**Church Address**

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**Staff Contact/Position**

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**Any Ministry Experience**

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## Background Information

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Are you legally authorized or permitted to work in the United States?  Yes  No

Are there any past or present issues which would hinder your ability to work appropriately with children or students? This many be spiritual, physical, emotional, mental, etc.  Yes  No

Have you struggled or are you currently struggling with addiction of any type (alcohol, drug, gambling, pornography, etc)?  Yes  No

Have you been accused, charged or convicted of a criminal offense (including felonies and misdemeanors other than traffic violations)?  Yes  No

Is there anything from your past that could come forward in the future which would hinder the growth, development, and ministry of Door Creek Church?  Yes  No

If you answered no to the first question and yes to any of the following four, please explain below.

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## Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as "consumer"), authorize **Door Creek Church** through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records. I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to **Door Creek Church** if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Identifying Information for Background Information Agency (also known as "Consumer Reporting Agency")\*

Print Name: \_\_\_\_\_

First

Middle

Last

Other Names Used (Maiden, Alias, Nickname) \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\*This portion of the form will be destroyed upon completion of the background check.

Thank you for your application. We will be in touch soon. If you have any questions in the meantime, don't hesitate to contact our Intern/Resident Coordinator, Allie, at [adetert@doorcreekchurch.org](mailto:adetert@doorcreekchurch.org).