



Pre-Employment Questionnaire for Applicants

Lighthouse Ministries, Inc.

Thank you for your interest in Lighthouse Ministries and the people we serve. We are privileged to see broken lives transformed every day through the good news of Jesus Christ.

We trust that God will send the right person with all the skills and experience we need at this time. Please take the time to review this questionnaire. Use additional space as needed.

If you remain interested, please complete and return it. You may either submit the questionnaire electronically as an attachment to kbridges@lighthousemin.org or send it to Lighthouse Ministries, Inc., 215 East Magnolia Street, Lakeland, FL 33801 to the attention of Kyle Bridges. Thank you.

Your name: _____

Date: _____

Phone(s): _____

Email: _____

OUR VALUES

Jesus Christ
Truth
Integrity
Compassion
Accountability
Discipline
Unity

1. What do these values tell you about Lighthouse Ministries (LMI)?
2. Please explain why you'd like to work for LMI.
3. We are a Christian ministry. To you, personally, who is Jesus Christ?
4. How important do you think chapel attendance and leadership meetings are for your development?
5. Tell us about your previous ministry experience/involvement.

6. If you are currently employed, why are you willing to leave? If not currently employed, why did you leave your last employer?

7. List five words or phrases that best describe you.

8. What has been the most important/valuable correction/criticism you have received?

9. Within the workplace, what has been the greatest compliment you have been given?

10. Describe your work ethic.

11. Please rate yourself in the following areas on a scale of 1-10, 1 being lowest, 10 being highest.

Verbal Skills	_____	Organization	_____
Written Skills	_____	Reliability	_____
Attendance	_____	Judgment	_____
Inter-personal Skills	_____	Time Management	_____
Problem Solving	_____	Spiritual Maturity	_____
Attitude	_____	Computer Skills	_____
Solution Oriented	_____	Team Player	_____



LIGHTHOUSE MINISTRIES, INC.

P.O. Box 3112, Lakeland, Florida 33802 (863) 687-4076 www.lighthousemin.org

APPLICATION FOR EMPLOYMENT

Date _____

Name: _____ Phone: _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip)

Email: _____

If you are under 18 years of age can you provide a work permit? _____ Salary Desired: _____

Position(s) Applying For _____

How did you learn of this opening? _____ Date available for work: _____

Type of employment desired (circle all that apply):
 Full-time Part-time Evenings Days
 Weekends Nights Seasonal Temporary

AVAILABILITY: Please indicate the times that you are usually available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION INFORMATION

Please circle the last year of school that you completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16+

Did you complete high school?: YES ___ NO ___ DIPLOMA? YES ___ NO ___ GED? YES ___ NO ___

Name of last high school attended: _____ City & State: _____

Are you currently a student? YES ___ NO ___ Full Time ___ Part Time ___ Major: _____

If you are a student, what is your current status? Freshman ___ Sophomore ___ Junior ___ Senior ___ Other: _____

Are you planning to pursue further studies? YES ___ NO ___ Explain: _____

List other certifications, licenses, or specialized training: _____

	Name	City/State	Course of Study	Years Attended	Did you Graduate	Degree Certification
College						
Business, Tech or Trade						
Other						

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EMPLOYMENT HISTORY

List below your last four employers. Please begin with your current or most recent job first.

1. EMPLOYER: _____ **Phone Number:** _____

Address: _____

Job Title: _____ **Dates of Employment: From** _____ **To** _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ **Describe your duties and responsibilities:** _____

Supervisor: _____ **Phone No. /Extension:** _____ **Title:** _____

Reason for leaving: _____

2. EMPLOYER: _____ **Phone Number:** _____

Address: _____

Job Title: _____ **Dates of Employment: From** _____ **To** _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ **Describe your duties and responsibilities:** _____

Supervisor: _____ **Phone No. /Extension:** _____ **Title:** _____

Reason for leaving: _____

3. EMPLOYER: _____ **Phone Number:** _____

Address: _____

Job Title: _____ **Dates of Employment: From** _____ **To** _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ **Describe your duties and responsibilities:** _____

Supervisor: _____ **Phone No. /Extension:** _____ **Title:** _____

Reason for leaving: _____

4. EMPLOYER: _____ **Phone Number:** _____

Address: _____

Job Title: _____ **Dates of Employment: From** _____ **To** _____
(mo/yr) (mo/yr)

Salary: start _____ end _____ **Describe your duties and responsibilities:** _____

Supervisor: _____ **Phone No. /Extension:** _____ **Title:** _____

Reason for leaving: _____

Please write the number(s) of any employer(s) you do not want us to contact: _____

If your name has changed or you have gone by another name during any periods of employment, please list name(s):

Can you, upon conditional offer of employment, provide genuine documentation establishing identity and eligibility to be legally employed in the United States? _____ Have you ever been convicted of a felony? _____

If yes, give dates and explain _____

CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.

REFERENCES

List three personal references not related to you.

Name	Phone Number	Occupation	Years Known

Please use the space below to share your Christian testimony; you may use additional paper as needed.

APPLICANT'S CERTIFICATION

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by LIGHTHOUSE MINISTRIES, INC. or any of its agents unless I have indicated on this form to the contrary.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the USA.
- A routine inquiry may be made during the processing of this application and I authorize Lighthouse Ministries, Inc. and their representatives to consult with administrators/supervisors/references and academic institutions with which I have been associated and with others who may have information bearing on my professional competence.

I release from liability LIGHTHOUSE MINISTRIES, INC. as well as any and all individuals, corporations or organizations for furnishing such information.

I understand that because LIGHTHOUSE MINISTRIES, INC. is a Christian organization whose purpose it is to share the gospel of Jesus Christ; employment with LIGHTHOUSE MINISTRIES, INC. is subject to acceptance, agreement, and subscription to the Lighthouse Ministries, Inc. Qualification for Employment, Ministry Values, Mission Statement, Vision Statement, Core Values and Four Pathways to Progress.

In consideration of my employment, I agree to conform to the rules and standards of LIGHTHOUSE MINISTRIES, INC. and that my employment and compensation can be terminated AT WILL, with or without cause, and with or without notice, at any time, either at my option or at the option of LIGHTHOUSE MINISTRIES, INC..

(Signature)

(Date)

LIGHTHOUSE MINISTRIES, INC. is a 501 (c)3, charitable, non-profit, Christian organization. Subject to the United States Constitution, and all applicable state and federal laws, Lighthouse Ministries, Inc. does not discriminate in its employment practices."

For LIGHTHOUSE MINISTRIES, INC. Use Only

APPLICATION RECEIVED BY: _____ DATE: _____

ROUTED TO: _____ DATE: _____ POSITION: _____

ROUTED TO: _____ DATE: _____ POSITION: _____

ROUTED TO: _____ DATE: _____ POSITION: _____

HIRED? YES ___ NO ___ POSITION: _____ START DATE: _____

COMMENTS:



Qualifications For Employment

Every position within Lighthouse Ministries, Inc. (LMI) requires specific qualifications particular to that area of service. Qualifications, duties and responsibilities are listed in the job description for each position. Jesus said that our first and greatest commandment is to love the Lord our God with all our heart and with all our soul and with all our mind. And second, we are to love our neighbors as ourselves (Matthew 22:36-39). Therefore, staff should strive to treat one another, clients, donors, vendors, and the public in general as we do ourselves. Jesus said all the Law and the Prophets hang on these two commandments (Matthew 22:40).

Lighthouse Ministries Inc. staff members should hold to the highest possible standards of Christian conduct in all areas of life. We should be living examples of what we teach. It is critical to the ministry that every staff member live above reproach and represents the Lord and LMI with the highest level of Christian professionalism. We are ambassadors for Lighthouse ministries, Inc. wherever we are. Who we are has a more powerful impact on the lives of our clients than anything that we can do for them. We must be living examples of what we teach and avoid hypocrisy. The conduct and activities of LMI staff should reflect obedience and respect to Jesus Christ and sensitivity to the Christian community and the people we serve.

Staff members of Lighthouse Ministries Inc. must adhere to the following standards upon hire and continuously, while employed by LMI:

1. Be a disciple of and have a personal relationship with the Lord Jesus Christ, expressed by a personal testimony and evidenced in daily life. (see Colossians 1:10, Ephesians 4:1, John 15:4, II Peter 3:18a)
2. Maintain a lifestyle consistent with Biblical standards as reflected in Christ-like character and conduct (see Matthew 5:16, James 4:17, Romans 14:12-13)
3. Regularly attend and participate in a locally recognized Christian, evangelical, Bible-believing church. (see Hebrews 10:24-25)
4. Have a genuine concern for the salvation of souls and the spiritual welfare of LMI guests and clients; be committed to provide the highest quality of work and care on a daily and on going basis. (see John 3:16, I Corinthians 15:58, Colossians 3:23-24, Matthew 25:37-40, Hebrews 6:10-12, I Corinthians 3:13)
5. Embrace the LMI Mission Statement, Vision Statement, Core Values, Ministry Values and Pathways to Progress. (See the scripture references for each.)
6. Abstain from involvement with and/or use of illegal substances and from taking prescribed substances differently than prescribed by a physician realizing that the body is the temple of the Holy Spirit. (see I Corinthians 6:19, Romans 14:13—23))
7. LMI employees are not permitted to consume or possess alcohol or tobacco while on duty or while representing LMI in any capacity. In addition, LMI employees are not permitted to use or possess alcohol or tobacco at or around any LMI facilities, property, events, functions or vehicles. LMI believes that those called to ministry are called to higher standards of living, particularly since we minister to those who have been enslaved by and often continue to struggle with addiction. (see Eph. 4:12-24; 1 Timothy 4:6-12; 2 Tim. 2:15)

8. Make every effort to practice financial integrity. (see Hebrews 13:5, Matthew 6:21, Matthew 22:21b)
9. Maintain a lifestyle that is free from sexual sin. (see I Corinthians 6:18-20, Hebrews 13:4)
10. Have a teachable spirit and be committed to unity, teamwork, and respect for LMI policies, staff and leadership. (see Romans 12:2, Hebrews 13:17, I Thessalonians 5: 12-13, John 13:34-35)
11. Pursue and hold in highest regard the Biblical instruction concerning family and marriage responsibility. (see I Timothy 3:4-5, Ephesians 5:21 – 6:4, Proverbs 22:6)
12. Seek to communicate openly and honestly with one another, accepting responsibility for words and actions, striving to speak only that which edifies in order to promote and maintain unity. (see Ephesians 4:25-29, Philippians 2:1-2, John 13:34-35)

Signature

Date

Print Full Name



MINISTRY VALUES

As believers in Jesus Christ holding to the traditional faith, we affirm the following values as taught by the Scriptures, which we hold to be the holy and inspired Word of God, our primary source and basis for knowing how to live a God-honoring and obedient life. We commit to these values as guiding principles in the conducting of the ministry of Lighthouse Ministries, Inc., as well as the personal lives of our staff and Board of Directors.

The sanctity of human life – We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps.139).

Sexuality – We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Gender – We believe that all persons are created in God's image and as part of His wise design human beings were created as two distinct and complementary sexes – male and female. Individuals are, therefore, born male or female and the distinctions in masculine and feminine roles as ordained by God in the created order should find expression in our lives. We believe that any attempt by individuals to confuse or alter these intentional distinctions is opposed to this good creation order and is against God's revealed will. (Genesis 1:27; 2:18; 21-24; Matthew 19:4; Mark 10:6; 1 Corinthians 11:7-9; Ephesians 5:22-33; 1 Timothy 2:12-14).

Marriage – We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Rescue mission (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, cohabitation, fornication, homosexual behavior, bisexual conduct, bestiality, incest, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Lighthouse Ministries, Inc.

Unity of the race – We believe that God created mankind to be united in one race as His image-bearers. But because of sin and rebellion that entered the world through Adam and Eve's disobedience, the history of the human race has been marked by division, hatred, and violence. In Christ's church however, that original unity and design is being restored until, at Christ's Second Coming the redemption of humanity will be completed when believers from "every tongue, tribe and nation" will be united as the glorified Bride of Christ. This hope precludes any bigotry, racism, classism, sexism, or any other divisive attitudes from followers of Christ. (Genesis 1:26-28; 3:8-21; 1 Corinthians 15; Galatians 3:23-29; Revelation 7:9-17).

Christian Unity – As a community of disciples, we believe that it is our duty to work to maintain Christian unity. It is our duty, according to our individual gifts and callings, to speak the truth to one another in love. It is also our duty to

jealously protect the unity of our ministry and the Christian Church by our willingness to subordinate our individual opinions and preferences. (Psalm 133:1; Ephesians 4:3, 13-15; 1 Peter 3:8; 1 John 3:18).

Stewardship – We believe that God has called His people to steward all the good gifts of His creation. These gifts are meant to be used wisely to bring increasing glory to the Creator. We believe that everything we possess we have been given by God and we commit to use our time, talent, and treasure for the furtherance of His Kingdom. (Genesis 1:26-28; Acts 2:44; Philippians 4:15).



Mission Statement

Lighthouse Ministries, Inc. is set apart by the Spirit of God to communicate the Gospel of Jesus Christ to meet the physical, emotional, and other needs of the poor and at-risk population.

Vision Statement

Our vision is for those individuals we serve to achieve an overall outcome of God's peace, life purpose, and fulfillment of potential.

Core Values

Jesus Christ, Truth, Integrity, Compassion, Accountability, Discipline, and Unity.

Four Pathways to Progress

S.C.I.E. – Spiritual Growth, Community, Industry, Education

Spiritual Growth: developing an intimate relationship with God

Community: building healthy relationships, restoration, helping, and serving others

Industry: work ethic, work assignments, internship, employment, honor, dignity

Education: education, learning, and understanding.