

MCC Application Short Form



**Mennonite Central Committee Great Lakes
Sharing With Appalachian People (SWAP)**

Last updated 02/2008

- Return this form to **MCC Appalachia SWAP Program, P.O. Box 460, Whitesburg, KY 41858**
- Complete all pages, using extra sheets as necessary.
- Please **TYPE** or **PRINT LEGIBLY** using **BLACK INK**,

PERSONAL DATA

1. **Full Name** _____ **2. Application Date** _____
Last First Middle
3. **Present address** _____
Box/Street City Province/State Postal / Zip Code
- _____ **Phone** (_____) _____ **Cell Phone** (_____) _____
Until when will you be at this address? Area Code Area Code
- E-mail** _____ **Fax** (_____) _____
Area Code
4. **Permanent address** _____
(If different from above) Box/Street City Province/State Postal / Zip Code
- Phone** (_____) _____
5. **I am legally eligible to work in:** **the U.S.** Yes No **Canada** Yes No

ASSIGNMENT

6. **Sharing With Appalachian People (SWAP) operates out of five locations listed below. Check your location preferences, if any. Please prioritize if marking more than one. :**
- Elkhorn, WV _____ No location preference _____
- Eolia, KY _____
- Harlan, KY _____
- Hindman, KY _____
- Isom, KY _____
7. **Check at least one assignment preference. Please prioritize if marking more than one (Note that SWAP staff are expected to provide leadership in evening devotional and worship times in addition to their primary assignment responsibilities):**
- Construction Site Coordinator
- Meals Coordinator
- Staff Support Worker
- Site Coordinator
8. **SWAP typically operates during spring break and summer months (approximately June 1 – August 15). Please indicate the dates you would be available for service with SWAP.**
- I can serve for an entire SWAP summer
- I can serve for the following dates:
- From:** _____ **To:** _____
Month/ Day/ Year Month/Day/Year

EDUCATION AND EXPERIENCE

High School

College/University

Graduate Studies

10. Circle highest level completed: 9 10 11 12 13 1 2 3 4 5 _____

11. Schools attended (List in chronological order. Attach an additional sheet of paper if necessary.)

Name of high school, college/university, seminary, Bible, business, nursing school, technical schools	Location (city, province/state/country)	Degree received	Field of Emphasis	
			Major	Minor

12. Additional training, scholarship honors, awards, certificates _____

13. All SWAP positions require a commitment to serving others. Also, experience with construction and leadership is an asset. Please specify your experience level in the categories below (check your experience level for each category):

	Carpentry	Electrical	Plumbing	Masonry	Drywall	Roofing	Painting	Flooring	Heat/Air	Siding	Windows	Trim/Finish	Leadership	Devotional	Music
No Experience															
Some Experience															
Lots of Experience															

14. OCCUPATIONAL/VOLUNTEER EXPERIENCE: List occupational/volunteer experience below, beginning with your most recent position.

From Month/Year	To Month/Year	Employer and Complete Address	Duties

CHURCH

Please note that MCC requires a reference from your pastor in order to process your application. See Personal References on page 3.

15. Which church do you currently attend?

Name of congregation _____

Address _____

Denomination _____ Conference _____

16. Of which church are you a member?

Name of congregation _____

Address _____

Denomination _____ Conference _____

MISCELLANEOUS

17. In case of emergency, notify (other than spouse) _____
Name Relationship Phone

Box/Street _____ City _____ Province/State _____ Postal/Zip Code _____ E-mail _____

18. Have you ever been convicted of a felony (U.S.), criminal charge (Canada), or equivalent violation in another country? Yes No

If yes, please explain _____

ESSAY QUESTIONS

Answer the following questions on a separate sheet of paper. PLEASE TYPE OR PRINT LEGIBLY USING **BLACK INK**.

19. What do Jesus Christ and the Christian faith mean to you? How does your faith affect the way you live? Explain the role of the Christian community in your life and in your decision to serve with MCC.
20. Please summarize your understanding of the Biblical call to non-violence, to love others and to peacemaking, and your personal response to that call. What are your beliefs about military training and participation in war?
21. Write about a time when you observed racism or participated in efforts to work against racism. Please elaborate.
22. How do you envision using your knowledge, skills and experience in an MCC assignment? Please be specific in your information.

PERSONAL REFERENCES

23. List below , with complete contact information, your current pastor, current or recent employer, and one reference who has known you for at least one year (co-worker, friend) who is in a position to judge your general character, motivation, work style and skills, and who can evaluate your qualifications for the work in which you are interested. **DO NOT include close relatives.**

Name	Box / Street Address	City	Province / State	Postal / Zip Code	Telephone / Fax / E-mail
Current Pastor					
Character Reference					
Current/Recent Employer (If Applicable)					

24. May your current employer be contacted about your employment record? Yes Not Yet
25. May we call you during the day at your place of employment? Yes No

If yes, give day-time phone number. (_____) _____
Area code

AUTHORIZATION FOR THE USE OF PERSONAL INFORMATION

I authorize Mennonite Central Committee and affiliated organizations (as listed on the File Sharing Contact Information page at the end of this application form) to inquire about the information provided in this application, my work history and qualifications, and any other information MCC in its discretion considers relevant as related to the information provided in this application. This information may include but is not limited to my general character, Christian commitment, and family relationships. I understand that under Pennsylvania law the references are not available for my inspection.

I authorize MCC to provide information it considers relevant to persons with whom I might work in an MCC assignment. I authorize any person or entity to provide the requested information to MCC. I release MCC and its representatives, and any person or entity (and its representatives) which provides information, from all liability arising from making the inquiries, providing the information, or deciding about my employment as a result of the inquiries or information.

Copies of this authorization showing my signature are as valid as the original release form. This authorization is valid for five (5) years from the date signed.

Signature (typed acceptable)

Full name (type or print legibly)

Date signed

MCC PERSONNEL QUALIFICATIONS

Christian Faith: We believe in Jesus Christ, God's son, as the revelation of God and Savior and Lord of all who accept Jesus Christ by faith. We believe that the Christian church is composed of those who commit themselves to live under Christ's lordship and to share with each other. Christian love is a central quality of the Christian faith and becomes the basis for MCC's relationship with all people regardless of creed, ethnic origin, nationality, gender or political view. MCC's response to human conflict, injustice, war and racial tension is based on the biblical teachings of nonviolence. The service ministry of MCC is established as a positive expression of this understanding.

Philosophy of Christian Service: The ministries of MCC are performed in the name of Christ, arising in response to human need and the call to Christian discipleship. The program uses personnel with a wide variety of skills, backgrounds and levels of education and maturity. MCC hopes that both personnel and program can serve as channels for healing and reconciliation in a broken and divided world.

Personal Qualities: People are carefully selected for assignments, taking into account the resources of the individuals and the demands of the assignment. MCC seeks to select persons who:

- are committed to the Christian faith and philosophy of service summarized above and have active membership in a Christian church;
- are ready to identify with and participate in the life and activity of the Christian church and the community where assigned;
- possess the personal, spiritual, social and vocational resources needed for creative work in demanding situations;
- demonstrate resilience where needed for adjustment to new ideas and cultures and have aptitude to learn a foreign language if necessary;
- are willing to be responsible to a group, accepting financial limitations, new social patterns and the disciplines of a working community;
- are capable of working within the framework of program goals and at problems of program and human relations with honesty and openness;
- are willing to live simply and healthfully, being mutually supportive to each other and respectful of other cultures and beliefs and of MCC's supporting constituency;
- are aware of and willing to gain further awareness of powers and privileges they may have by virtue of their gender, race, ethnicity, nationality or other characteristics, and will actively work to avoid abusing any of these powers and privileges;
- are able and committed to see others as individuals created in God's image, loved by God as persons through whom and with whom God is working.

If you are invited to an assignment and before you commit yourself, you should read the SWAP Guidelines(enclosed with this form). Please be aware that certain positions may require a criminal record/background check.

On rare occasions, during the MCC orientation or immediately prior to the start of an assignment, the applicant and/or MCC may determine that MCC service or the particular assignment is inappropriate or unlikely to succeed. If the concerns relate to the specific assignment, MCC will use its best efforts to find a more suitable assignment for the applicant. Please refer to the MCC policy "termination at orientation" for more information on how this process is handled.

Do you understand these expectations? Yes No Are you ready to commit yourself to them? Yes No Explain as desired.

Please note that falsifying or omitting any information can result in a refusal to hire or a discharge.

Signed _____ Date _____
(typed acceptable)

SUPPLEMENT

If you are seeking a service worker assignment, please complete this section. If you are seeking salaried employment (available only for certain positions in the United States and Canada), you may omit the information requested by this section.

PLACEMENT INFORMATION FOR SERVICE WORKER APPLICANTS

Mennonite Central Committee provides service worker opportunities in domestic and international settings through a variety of programs. Some of these programs have specific age requirements. Some programs require group living arrangements in very modest physical surroundings. In all SWAP summer worker assignments, MCC provides working and living arrangements for the worker, as well as a stipend and transportation to and from assignment for workers serving for the entire summer.

Because of the necessary life adjustments in service assignments, we ask that recently married people wait one year after the wedding date until starting an assignment. For the same reason, we ask recently divorced or separated people to wait one year from the date of permanent separation. Where divorced or separated applicants have custody of children or support obligations for children, further considerations will be taken into account. Details are available upon request.

1. **Name** _____

2. **Birth date** _____
Month Day Year

3. **Sex:** M F

4. **Marital status**

Single

Engaged: Date of wedding _____ Name of fiancé(e) _____

Married: Date of marriage _____ Name of spouse _____

Widowed: Date _____

Separated: Date separated _____

Divorced: Date of permanent separation _____

5. **Citizenship:** Canadian U.S. Other _____ Visa/Immigration Status _____

6. **List names, birthdates and social security/social insurance numbers of dependent children or other dependents.**

7. **List passport information if available:** Number _____ Canada U.S. other _____
Date of issue _____ Place of issue _____ How long valid _____

8. **Do you have any outstanding college/university loans?** See MCC Policy Handbook for assistance.

Yes No **If yes, explain** _____

OPTIONAL INFORMATION FOR ALL APPLICANTS (see page 6) - Mennonite Central Committee desires to reflect the diversity and ethnicity of its constituency. We use this information for statistical purposes only. MCC does not discriminate on the basis of race, color, sex, or national origin. This part will be detached.

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Race/Ethnicity:

- African-American / African-Canadian
- Caucasian
- Asian / Pacific Islander

- Hispanic / Latino(a)
- Native North American
- _____

MENNONITE CENTRAL COMMITTEE CONTACT INFORMATION

Find SWAP online at www.mcc.org/swap.

For more information about MCC, please contact:

MCC Alberta

210-2946 32nd Street NE
Calgary, AB T1Y 6J7
Telephone: (403) 275-6935
Fax: (403) 275-3711
E-mail: office@mccab.org

MCC Manitoba

134 Plaza Drive
Winnipeg, MB R3T 5K9
Telephone: (204) 261-6381
Fax: (204) 269-9875
E-mail: manitoba@mennonitecc.ca

MCC Saskatchewan

600-45th Street West
Saskatoon, SK S7L 5W9
Telephone: (306) 665-2555
Fax: (306) 665-5564
E-mail: mccs@mccs.org

MCC British Columbia

Box 2038, 31414 Marshall Road
Abbotsford, BC V2T 3T8
Telephone: (604) 850-6639
Fax: (604) 850-8734
E-mail: admin@mccbc.com

MCC Ontario

50 Kent Avenue
Kitchener, ON N2G 3R1
Telephone: (519) 745-8458
Fax: (519) 745-0064
E-mail: mccohr@mennonitecc.on.ca

Mennonite Central Committee Canada

134 Plaza Drive
Winnipeg, MB R3T 5K9
Telephone: (204) 261-6381
Fax: (204) 269-9875
E-mail: hrinfo@mennonitecc.ca

SWAP summer staff applicants should send this form to:

Mennonite Central Committee Appalachia

SWAP Program
P.O. Box 460
Whitesburg, KY 41858
Telephone: (606) 633-5065
Fax: (606) 633-5065
E-mail: appalach@mcc.org
