

MCC Application Form

Mennonite Central Committee
 Mennonite Central Committee Canada
 Mennonite Central Committee U.S.



Last updated 6/2010

- Return this form to the appropriate office as indicated on the back of the supplement page.
- Unless you indicate otherwise, MCC will not consider this an application for a specific position.
- Complete all pages, using extra sheets as necessary. If filling in electronically, please use the 'type-over' or insert function. If filling in by hand, please **TYPE** or **PRINT LEGIBLY** using **BLACK INK**, as this form will be scanned.

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** _____ **Skype** _____ **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. **MCC has programs in the areas listed below. Check your location preferences, listing specific countries or regions. Please prioritize if marking more than one:**
- Africa _____ Canada _____
 Asia _____ United States _____
 Europe _____ Local (home town) _____
 Middle East _____ No preference _____
 Latin America/Caribbean _____
7. **Check your assignment preferences. Please prioritize if marking more than one:**
- Agriculture Management and Office Support (typically available as salaried/hourly)
 Education Church Community Worker Program (U.S. Applicants only)
 Community and Economic Development/Social Services SALT (one year program for single adults ages 18-27)
 Health and Nutrition Ten Thousand Villages
 Peace and Reconciliation No preference/Other _____
 International Leadership
8. **When are you available for service?** _____ **9. How long can you serve?** _____
 Month/ Day/ Year

10. **Many MCC positions require facility in more than one language. Please specify your fluency in language(s) by marking the appropriate space(s). R = Read, W = Write, S = Speak**

	English			French			German (High/Low)			Spanish			Sign Lang.		()			()			
	R	W	S	R	W	S	R	W	S	R	W	S	R	S	R	W	S	R	W	S	
Limited																					
Fairly Well																					
Native/Fluently																					

EDUCATION AND EXPERIENCE

High School

College/University

Graduate Studies

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

12. 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 school	Location (city, province/state, country)	Degree received	Field of Emphasis	
			Major	Minor

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

14. **OCCUPATIONAL/VOLUNTEER EXPERIENCE:** If not already provided, please attach a resume listing all jobs held, beginning with your most recent position, using the categories below. Include previous (voluntary) service experience of two months or more with any Christian organization. Please do not omit any.

- Employer or Agency (include supervisor) complete address, e-mail and phone number
- Start Date and End Date in MM/DD/YY format
- Salary or Volunteer
- Hours worked per week
- Duties
- Reason for Leaving

15. May your current employer be contacted for employment verification? Yes Not Yet

16. May we call you during the day at your place of employment? Yes No

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

17. **CULTURAL EXPERIENCE:** Please provide a list of experiences you've had living or working in another culture or with people of different cultures or ethnic backgrounds, using the categories below.

- Location/Circumstance
- Cultures/Ethnicities experienced
- Dates

CHURCH

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

18. Which church do you currently attend?

Name of congregation _____

Address _____

Denomination _____ Conference _____

19. Of which church are you a member?

Name of congregation _____

Address _____

Denomination _____ Conference _____

PERSONAL FAITH & BELIEFS

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

- 20. What do Jesus Christ and the Christian faith mean to you? How does your faith affect the way you live?
- 21. Explain the role of the Christian community in your life and in your decision to serve with MCC. Describe your involvement in the church you attend.
- 22. 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?
- 23. Write about a time when you observed racism, sexism or other forms of oppression, or participated in efforts to work against racism, sexism or other forms of oppression. Please elaborate.

PERSONAL REFERENCES

- 24. List below, with complete contact information, your current pastor, two character references who have known you for at least one year (co-workers, friends, professors), and a current or recent employer, If you are unable to use an employer as a reference please provide a third character reference. Your references should be in a position to judge your general character, motivation, work style and skills, and be able to 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	E-mail / Telephone
Current Pastor					
Reference #1					
Reference #2					
Employer or Ref. #3					

AUTHORIZATION FOR THE USE OF PERSONAL INFORMATION

I authorize Mennonite Central Committee 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

Full name (legibly)

Date signed

PERSONAL FAITH AND BELIEFS

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 will be asked to read the detailed MCC Expanded Policy Manual, noting particularly MCC policies on tobacco, non-medicinal drug and alcohol use, celibacy outside of heterosexual marriage, and racial and sexual harassment. Please be aware that certain positions may require a criminal record/background check. Those beginning an assignment will be required to sign an acknowledgement of policy form confirming intent to comply with all policies as outlined in the MCC Expanded Policy Manual.

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 _____

MISCELLANEOUS

25. 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 _____

26. How did you first hear about MCC?

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> College / University Recruitment | <input type="checkbox"/> Friend / Other Person | <input type="checkbox"/> MCC Staff Person | <input type="checkbox"/> Readings (non-MCC) |
| <input type="checkbox"/> Current MCC Volunteer | <input type="checkbox"/> MCC Alumnus | <input type="checkbox"/> Pastor / Home Church | <input type="checkbox"/> World Wide Web |
| <input type="checkbox"/> Family / Relative | <input type="checkbox"/> MCC Publication | <input type="checkbox"/> Professor / Teacher | <input type="checkbox"/> Other _____ |

SUPPLEMENT

If you are seeking salaried/hourly employment (available only for certain positions in the United States and Canada, you do not need to provide the information requested in this section. All other applicants are required to complete 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 service worker assignments except local service worker assignments, MCC provides working and living arrangements for the entire family (including dependent children). The service worker allowance includes personal maintenance, transportation and a nominal monthly personal allowance.

Because of the necessary life adjustments in service assignments, we recommend that recently married people wait one year after the wedding date until starting an assignment. For the same reason, we recommend 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. **Birthdate** _____
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 full, legal names and birthdates of dependent children or other dependents.**

7. **For international assignment applicants only, list passport information if available:**

Name as it appears on passport: _____

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** _____

MENNONITE CENTRAL COMMITTEE CONTACT INFORMATION

Find MCC online at www.mcc.org

Canadian applicants send form to appropriate provincial office:

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

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

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

**Applicants east of Ontario send form to:
Mennonite Central Committee Canada**
134 Plaza Drive
Winnipeg, MB R3T 5K9
Telephone: (204) 261-6381
Fax: (204) 269-9875
E-mail: hrinfo@mennonitecc.ca

European applicants send form to:

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

U.S. and other applicants send form to:

Mennonite Central Committee
PO Box 500
Akron, PA 17501-0500
Telephone: (717) 859-1151
Fax: (717) 859-2171
E-mail: inq@mcc.org