



STAFF APPLICATION

2021-2022

For all those interested in applying as a staff member at Forcey 360 before & after-school program.

NAME OF APPLICANT

Application for (check one):

Lead Staff Member (see page 3 of this application for description)

Assistant Staff Member (see page 4 of this application for description)

**If applicant is under 18 years old, a parent or legal guardian's name and signature is required after review of all sections of this application.*

Parent/Guardian Name

Signature

Application Instructions:

1. Complete and return application to: Forcey 360
2130 East Randolph Road
Silver Spring, MD 20904
2. Await a phone call to set up an interview with Director as needed.

Call if questions (301) 622-5987 or email forcey360@forcey.org

Purpose *(our vision):*

To impact future generations in our community by establishing a thoroughly Christ-centered, safe, fun and academically supportive after-school program.

Strategies *(how we will accomplish our purpose):*

1. We will provide a thoroughly Christ-centered, safe, fun and academically supportive before & after-school program at an affordable cost to our clientele.
2. We will equip our ministry leaders (staff) with ministry skills while helping them to pursue a deeper relationship with Jesus Christ.
3. We will assist in the assimilation of families into the broader Forcey community by promoting Forcey ministries and events.
4. We will root ourselves in the Body of Christ at Forcey Bible Church through advertising, staff hiring, giving testimonies of God's work, and prayer support.

Values *(we are committed to):*

- Christ-centered
- Excellence
- Friendliness
- Gospel-focused
- Relationship-oriented
- Safety

Lead Staff – Forcey 360

Position Summary

The Lead Staff member leads their assigned age-group of children (tentatively broken down by pre-k, k-1st grades, 2-3rd, 4-5th, 6-8th) through the program schedule and will be expected to share the Gospel of Jesus Christ, supervise children during free time, develop and institute activities, supervise guided homework time, fulfill a primary role in the discipline policy, and communicate program information with parents as necessary. Each day Lead Staff will be paired with other lead staff aged staff as well as 1-2 assistant staff. The Lead Staff member's responsibility to ensure all staff in age group are properly supervising children and enforcing all 360 rules.

Primary Qualifications

A Lead Staff member at Forcey 360 must:

1. Be a high school graduate (or equivalent)
2. Be a born-again Christian
3. Demonstrate an ability to communicate the Gospel
4. Demonstrate attributes of a leader
5. Have proven ability to sustain energy in ministry to school-aged children
6. Have experience working with children, co-workers and parents in a fast-paced environment

Note: All positions are open to applicants without regard to race or sex

Essential Duties & Responsibilities

1. Be a growing follower of Jesus Christ; staff should have an active devotional life and regular involvement in a local church.
2. Report and be prepared for work by 3:00 unless under special exception by Director
3. Lead in executing the program schedule including:
 - a. Supervising after-school assembling of students and eating snack
 - b. Developing and participating in leadership of assigned activities (craft, game or other activities)
 - c. Guiding silent homework time for assigned age group; staff is not expected to tutor but will assist children in doing their own work.
 - d. Supervise children while on the playground, in the fellowship hall, or in the gym during free time to ensure safety rules are being followed
 - e. All staff should be actively or passively engaged with children at all times.
4. Lead in maintaining an orderly and safe environment; specifically this means:
 - a. Never leave children unattended
 - b. Follow Forcey 360 health program
 - c. Keep facilities neat and tidy
5. Effectively communicate with parents as they pick up children with friendliness.
6. Bring concerns (behavioral or otherwise) to the attention of the Director.
7. Work scheduled shifts; a one-week schedule will be put out one week in advance. It is the responsibility of the staff member to communicate schedule limitations with Director and any emergency that will require you to be absent or late.

Assistant Staff– Forcey 360

Position Summary

The Assistant Staff member assists the Lead Staff members through the program schedule and will be expected to share the Gospel of Jesus Christ, engage children in daily Bible lessons, help supervise guided homework time, assist in the discipline policy, and grow in leadership and ministry abilities.

Primary Qualifications

A. Assistant Staff member at Forcey 360 must:

1. Be at least 15 years old
2. Be a born-again Christian
3. Demonstrate an ability to communicate the Gospel
4. Have a desire to work in ministry to school-aged children

Note: All positions are open to applicants without regard to race or sex

Essential Duties & Responsibilities

1. Be a growing follower of Jesus Christ; staff should have an active devotional life and regular involvement in a local church.
2. Report and be prepared for work by 3:00 unless under special exception by Director
3. Assist in executing the program schedule including:
 - f. Helping supervise after-school assembling of students and eating snack
 - g. Participating in leadership of assigned activities (craft, game or other activities); assignment of activities is based on interest and abilities.
 - h. Helping guide silent homework time for assigned age group; staff is not expected to tutor but will assist children in doing their own work.
 - i. Follow the direction of assigned lead staff member for the day.
 - j. All staff should be actively or passively engaged with children at all times.
4. Lead in maintaining an orderly and safe environment; specifically this means:
 - d. Never leave children unattended
 - e. Never be alone with a child
 - f. Follow Forcey 360 health program
 - g. Keep facilities neat and tidy
5. Recommend improvements and discipline needs to the appropriate Lead Staff member.
6. Bring concerns (behavioral or otherwise) to the attention of the Director.
7. Work scheduled shifts; a one-week schedule will be put out one week in advance. It is the responsibility of the staff member to communicate schedule limitations with Director and any emergency that will require you to be absent or late.

I. PERSONAL CONTACT INFORMATION

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

Birthday: _____ / _____ / _____
Month Day Year

Year of High School Graduation if applicable: _____

*if not graduated high school, current grade: _____

Home Phone #: _____ **Cell Phone #:** _____

Email address: _____

Mailing address: _____

Best time to reach you by phone: _____

II. PERSONAL SPIRITUAL INFORMATION

Approximate Date or Year of Salvation: _____

Have you been baptized by immersion since salvation? Yes No

Date: _____ Name of church conducting baptism: _____

Are you a member of Forcey Bible Church? Yes No

**If no, what would you consider your "home" church:* _____

III. EDUCATION AND RELEVANT EXPERIENCE

Education:

Level	Name	Years completed	Date of Grad.	Degree/Major
High School				
College				
Trade School				
Other				

Recent Employment:

Employer Name	Telephone #	Dates of employment	Nature of Work

IV. REFERENCES

We may mail the appropriate reference form to the following three references of your choosing. Please list them below. **None of these references may be family members.**

1. Christian worker – A pastor, minister or Christian worker with whom you have had contact in the last six months:

Name Address City State Zip

2. Employer (if in high school, a teacher) with whom you have had contact in the last six months.

Name Address City State Zip

3. Personal Reference with whom you have had contact in the last six months.

Name Address City State Zip

V. Questions

1. Briefly describe how you became a Christian and how your life has changed since becoming a Christian?

2. Describe any involvement in a local church.

3. Please briefly describe any experience working with children.

4. As a staff member, you will be expected to uphold the biblical standards of a Christian lifestyle both inside and outside of ministry settings. Galatians 5:16-25 (printed below) is one of many passages describing a Christian lifestyle.

¹⁶ So I say, walk by the Spirit, and you will not gratify the desires of the flesh. ¹⁷ For the flesh desires what is contrary to the Spirit, and the Spirit what is contrary to the flesh. They are in conflict with each other, so that you are not to do whatever you want. ¹⁸ But if you are led by the Spirit, you are not under the law. ¹⁹ The acts of the flesh are obvious: sexual immorality, impurity and debauchery; ²⁰ idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions ²¹ and envy; drunkenness, orgies, and the like. I warn you, as I did before, that those who live like this will not inherit the kingdom of God. ²² But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, ²³ gentleness and self-control. Against such things there is no law. ²⁴ Those who belong to Christ Jesus have crucified the flesh with its passions and desires. ²⁵ Since we live by the Spirit, let us keep in step with the Spirit.

Can you with a clear conscience state that over the last 6 months the current direction of your life is toward Christ-likeness? This includes but is not limited to behavior described in verses 22-25 and fleeing from behavior including but not limited to verses 19-21?

YES NO

If you answer no, please briefly explain. This does not disqualify you from employment.

In the past year have you been convicted of any crime or been suspended from school or place of employment for any reason?

YES NO

If "Yes," please briefly explain. Once again, this does not disqualify you from employment.

Do you subscribe to [the Articles of Faith of Forcey Bible Church](#)? YES NO

If "No, please explain any portions where you or the church you attend would disagree.

VI. FINGERPRINTING & MEDICAL TRAINING

Fingerprinting:

All staff members are required by Maryland state law to submit fingerprints for a criminal background check. Forcey 360 will pay for the fingerprinting of all paid staff. The fingerprinting must be completed before the first day of employment. These data records will be stored under lock and key year-round. If you have worked at Forcey Day Camp, you will need to do this. Please check one of the following.

_____ If hired, I am willing to be fingerprinted by Forcey 360.

_____ I have already been fingerprinted by Forcey 360 (*this will be verified*).

_____ I am not willing to be fingerprinted by Forcey 360.

CPR and First Aid Training:

Current CPR and First-Aid certification is desired for all staff members. Periodic free certification training may be offered by Forcey 360. It is expected that if you are not CPR/First Aid certified that you would make every effort to attend such training.

Do you have any medical challenges that would affect your staff experience in any way?

___Yes ___No (if yes please explain)

**Note: Staff members are required by State Law to submit medical records.*

I submit the above application to Forcey 360 for consideration of hire and assure that the above statements are answered honestly and truthfully to the best of my knowledge.

Signature: _____