



# OFFICE MANAGER APPLICATION

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**NAME OF APPLICANT**

Please return completed applications to:

Forcey 360  
2130 East Randolph Road  
Silver Spring, MD 20904

Direct any questions to AJ Itzel, Forcey 360 Director  
301-622-5987 or [forcey360@forcey.org](mailto:forcey360@forcey.org)

## I. Instructions

We are so thankful you are interested in applying to be the office manager for the 2021-2022 school year at Forcey 360! Before going any further, please familiarize yourself with the Forcey 360 ministry and make sure you understand our expectations for all staff members.

<b>Spiritual Qualifications</b>	Must be a growing follower of Christ; Must have a heart to see others come to faith in Christ; Must have attained a reputation of personal godliness; Must desire to be a behind-the-scenes servant of Forcey 360.
<b>Nature of Ministry at Forcey 360</b>	<p>Forcey 360 is a Christ-centered before and after-school program serving Forcey Christian School students. Our goal is to be thoroughly Christ-centered, academically supportive, safe, and fun. Our before-care begins at 6:30 a.m. and the after-school program runs from 3-6 p.m.</p> <p>Beginning in 2010, Forcey 360 was the brainchild of the former director of Forcey Day Camp. As the program has grown the mission has stayed the same: foster spiritual and academic growth in a fun and safe environment.</p>
<b>Nature of Office Manager Position</b>	<p>The Office Manager collects and processes all registrations and tuition payments, interacts with parents at the front desk, handles all financial transaction and expenses (including payroll), and works in conjunction with the Director to oversee the budget. The financial software program “QuickBooks” is used by the 360 and familiarity with the system or willingness to be trained in using it is incumbent and part of the job requirement.</p> <p>There will be times where you are asked to support other Forcey ministries MDO and Forcey Day Camp, but those tasks will take place within the assigned working hours of the office manager.</p>
<b>Availability</b>	The position includes a regular work week for the 2021-2022 school year from 1:00pm-5:00pm, Monday through Friday. Pre-planned time off is possible but the nature of the position requires a commitment to daily participation. Attendance at various other pre-scheduled functions is expected upon availability as scheduled. The office manager is also paid two additional weeks and is thus expected to be available for preparations before the school year begins as well as transitioning the office to Forcey Day Camp after the school year ends.

## II. PERSONAL CONTACT INFORMATION

Name: \_\_\_\_\_  
(first) (middle) (last)

Birthdate: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Current mailing address: \_\_\_\_\_  
\_\_\_\_\_

Best time to reach you by phone: \_\_\_\_\_

Best way to reach you: \_\_\_\_\_

## III. PERSONAL SPIRITUAL INFORMATION

Approximate Date or Year of Salvation: \_\_\_\_\_

Have you been baptized since salvation? Yes No

Date: \_\_\_\_\_ Name of church conducting baptism: \_\_\_\_\_

Do you regularly attend Forcey Bible Church? Yes No

If not, what church do you regularly attend? \_\_\_\_\_

*\*Staff positions are open to candidates from other churches.*

## IV. REFERENCES

Please provide the names and contact information of people who could give an honest general assessment of your life *within the last 6 months*:

**Church Leader** This must be someone in a leadership role at the local church which you attend (e.g., Sunday School teacher, Pastor, small group leader, adult mentor, college fellowship leader, etc.)

Name: \_\_\_\_\_ Church: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Teacher/Employer**

Name: \_\_\_\_\_ Church: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*The individuals you list should be asked if they are willing to provide a reference for you before you list them. They may be contacted by a member of the committee as a reference.*

**V. EDUCATION AND EXPERIENCE**

*(Returning staff do NOT need to complete section V)*

**Education:**

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

**What are your education goals:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Employment:**

Employer Name	Telephone #	Dates of employment	Nature of Work

**What are your career/vocational goals at this point in time:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **VI. Questions**

Note: Please attach extra pages as needed.

1. Describe why you would consider yourself a Christian and how your life has changed since becoming a Christian. *(Returning staff do not need to answer this question)*
2. Briefly describe your spiritual journey over the last 6 months.
3. Describe one area of your life where you would like to grow personally.
4. How do you believe your abilities will contribute to the office manager position as you understand it?
5. Please describe any previous experience (if any) in communicating with others regarding financial matters. How do you believe you will do in this area?
6. Please describe your aptitude with computers.
7. Please describe the roles prayer, Bible study and Christian service play in your life?

8. How can the Forcey Day Camp committee be praying for you? Please try to give three ways.
9. 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.

<sup>16</sup> So I say, walk by the Spirit, and you will not gratify the desires of the flesh. <sup>17</sup> 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. <sup>18</sup> But if you are led by the Spirit, you are not under the law. <sup>19</sup> The acts of the flesh are obvious: sexual immorality, impurity and debauchery; <sup>20</sup> idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions <sup>21</sup> 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. <sup>22</sup> But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, <sup>23</sup> gentleness and self-control. Against such things there is no law. <sup>24</sup> Those who belong to Christ Jesus have crucified the flesh with its passions and desires. <sup>25</sup> 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.*

## **VII. FINGERPRINTING & FIRST-AID TRAINING**

### **Fingerprinting:**

Forcey 360 staff members are required by Maryland state law to submit fingerprints for a criminal background check. Forcey 360 is requiring all new staff to get fingerprinted before school begins on their own. 360 will pay for the expense. You will be emailed detailed instructions on how to do this. These records will be stored by 360 under lock and key year-round.

\_\_\_\_\_ If I am hired by 360, I agree to be fingerprinted before the school year begins.

### **CPR AND FIRST-AID TRAINING:**

Current CPR and First-Aid certification is **required** for **the office staff and all lead staff**. Anyone who does not have current certification is expected to obtain CPR and First-Aid certification prior to the school year beginning. 360 will pay for the expense.

Please check one of the following:

\_\_\_\_\_ I am currently certified in CPR & First Aid and my certification extends at least through June 15, 2022 (the last day of school at FCS).

\_\_\_\_\_ If I am hired by 360, I will obtain CPR & First Aid certification on my own before August 30.

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

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

YES

NO

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

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

\_\_\_\_\_  
Signature

Thank you so much for your interest in Forcey 360! Please know that all positions are open to applicants without regard to race or sex. The written application is Stage 1 of the application process. Stage 2 is an interview with the 360 committee. You will be contacted soon after you submit your written application by email to set up an interview time. Final hiring notifications will be given by August 27.