

# **Personal and Professional Information Package (Information Inventory)**



## **FLORIDA DISTRICT OF THE WESLEYAN CHURCH**

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### **Instructions**

1. Any materials submitted become property of the Florida District of the Wesleyan Church and will not be returned.
2. Please print or type.
3. Fill out inventory completely. Do not mark "See Resume."
4. Allow a minimum of three weeks to be contacted.
5. Sign and date your Information Inventory Package.
6. There will be a background and credit check done on all incoming applicants.

## Part A, General Information

**Attach a recent picture of less than one year of yourself and your spouse if married.**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Numbers \_\_\_\_\_  
 Cell \_\_\_\_\_ Home \_\_\_\_\_  
 Work \_\_\_\_\_ Fax \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Education (check all levels that apply to you)  
 High School  Tech. School  College  Graduate   
 Other \_\_\_\_\_ Other \_\_\_\_\_

**Name of Educational Institution, City and State (most recent first):**

<u>Name/City/State</u>	<u>Major/ Minor/ Concentration</u>	<u>Degree Earned/ Certificate</u>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

**If more space is required, use the same format at Part G, Additional Information, Page Ten.**

## Part B, Employment Record

**Directions:** List your present or most recent employer first. Account for employment during the past ten years. If more space is required, use the same format at Part G.

May we contact your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Job Title \_\_\_\_\_

Description of Job \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Job Title \_\_\_\_\_

Description of Job \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_

**Part B, Employment Record – continued**

Employer Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
\_\_\_\_\_  
Job Title \_\_\_\_\_  
Description of Job \_\_\_\_\_  
\_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
and Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Employer Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Type of Business \_\_\_\_\_  
\_\_\_\_\_  
Job Title \_\_\_\_\_  
Description of Job \_\_\_\_\_  
\_\_\_\_\_  
Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
and Title \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**If more space is required, use same format, place in Part G.**

## Part C, Additional Professional Information

1. Are you an ordained minister Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, list denomination and date of Ordination \_\_\_\_\_  
\_\_\_\_\_
2. Are you in good standing? \_\_\_\_\_  
\_\_\_\_\_
3. Are you a member of a Wesleyan Church? \_\_\_\_\_  
If not, in what church do you hold membership? \_\_\_\_\_  
\_\_\_\_\_
4. Have you ever resigned from, or been dismissed by, any ministerial position with any church or religious institution?  
\_\_\_\_\_ If yes, explain fully in Part G (describe when and where each resignation or dismissal occurred, and the basis for each such case).
5. If not a Wesleyan, why have you chosen to minister in the Wesleyan Church? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Are you Married \_\_\_\_\_ Divorced \_\_\_\_\_ Widow(er) \_\_\_\_\_  
If married, are you living with your spouse? \_\_\_\_\_
7. If married, list ways your spouse might contribute to compliment your ministry. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Describe the relationship which have existed between you and your local church (es) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. When were you converted? \_\_\_\_\_
10. Are you sanctified? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional space is required go to Part G.**

**Part C, Additional Professional Information – continued**

11. When were your baptized? \_\_\_\_\_
12. Describe how you were called into the ministry \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Do you feel led to any specific type of ministry at this time?  
\_\_\_\_\_  
\_\_\_\_\_
14. If you are currently unemployed, upon whom are you dependent?  
\_\_\_\_\_  
\_\_\_\_\_
15. Have you had a position where you had to plan your own time?  
If yes, what position? \_\_\_\_\_  
\_\_\_\_\_
16. Are you presently or have you ever been in arrears on repayment  
of any debts or obligation? \_\_\_\_\_ If so, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Could your financial obligations, in any way, interfere with your  
influence as a minister? \_\_\_\_\_ If so, explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Will you make every effort to assure that your influence will not  
be marred nor bring reproach to the gospel, either by your personal  
obligations or your lifestyle? \_\_\_\_\_  
\_\_\_\_\_
19. Are you and your spouse maintaining a life of sexual purity and  
faithfulness in your marriage covenant? \_\_\_\_\_
20. Have you or your spouse ever been involved in sexual activity  
with a minor? \_\_\_\_\_ If yes, explain at Part G.

## Part D, Other Personal Data

1. Give names of all patriotic, civic, social, fraternal, or athletic societies to which you belong or have belonged. \_\_\_\_\_

\_\_\_\_\_

2. Have you ever been a member of any organization commonly considered politically subversive? \_\_\_\_\_

3. Have you ever been a user of tobacco, alcohol, or other harmful drugs? \_\_\_\_\_ If so, explain how you were delivered from such uses

\_\_\_\_\_

4. What is your attitude toward the above practices or other personal habits which are injurious physically or hurtful to one's influence?

\_\_\_\_\_

5. Have you ever been convicted of, or pled guilty or "no contest" to, any criminal offense? \_\_\_\_\_ If yes, explain fully at Part G (identify each conviction or pleas of guilty, when and where each incident occurred, and the sentence received.)

6. Do you have any problems or issues with the Discipline of the Wesleyan Church? \_\_\_\_\_ If so, explain your problems

\_\_\_\_\_

\_\_\_\_\_

7. Do you believe in, and are you practicing, storehouse tithing as defined in Discipline 465? \_\_\_\_\_ If no, explain \_\_\_\_\_

\_\_\_\_\_

## Part E, References

1. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_  
Telephone \_\_\_\_\_

2. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_  
Telephone Number \_\_\_\_\_

3. Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Position \_\_\_\_\_  
Telephone Number \_\_\_\_\_

During the selection process, we may conduct reference checks with employers, supervisor, and references. If you do not want a certain employer, supervisor, or reference contacted initially indicate who and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





## **Part G, Christian Experiences and Application,**

**1. Give date, identify and describe the last time you led someone to Christ.** \_\_\_\_\_

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**2. How would you set about discipling a new convert in a church context?** \_\_\_\_\_

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**3. Have you participated in the Wesleyan Church's Leadership Development Journey (LDJ)?** \_\_\_\_\_ **If yes, describe your involvement.** \_\_\_\_\_

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**4. How would you turn a plateaued or declining church around?**

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**5. What evidence can you provide in reference to your leadership producing church growth.** \_\_\_\_\_

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**6. What track record do the churches you previously served have paying denominational and district assessments?**

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**Use a separate sheet of paper if necessary.**

**Part H, List Your Skills and Special Abilities**

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**Part I, Certification and Agreement**

I certify that the information I have provided in this Information Inventory is true and complete to the best of my knowledge and belief. I give the Florida District of the Wesleyan Church and its authorized agent’s permission to verify and/or disclose any information given in connection with this Information Inventory for candidating at a church in the Florida District of the Wesleyan Church. I acknowledge that any misstatements or omissions in this Information Inventory may be cause for elimination from further consideration or dismissal. I hereby authorize any and all persons and agencies to furnish to the Florida District of the Wesleyan Church any information, including documents in my personnel file, which may be necessary to verify this Information Inventory and other materials submitted and hereby waive any rights of privacy to the information or documents which I may have under any federal, state or local law, ordinance or rule.

**Part I, Certification and Agreement – Continued,**

I also understand that an incomplete Information Inventory may delay or prevent candidating opportunities with the Florida District of the Wesleyan Church. I hereby release the Florida District of the Wesleyan Church, as well as those contracted by the District, from any liability or damage which may result from furnishing or using the information requested.

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**Signature** **Date**