

## STAFF APPLICATION *please print clearly*      Date of Application \_\_\_\_\_

Personal Information			
Last Name		First Name	Middle Name
Address			
City		State/Zip	Country
Email Address		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
Telephone		Telephone	

Please affix a recent picture of yourself. Pictures do not have to be passport quality, on photo paper or formal in nature.

In Case of Emergency—Notify			
Name		Name	
Address		Address	
Telephone Number	Relationship	Telephone Number	Relationship

The best time to contact you is at: \_\_\_\_\_ am/pm & at what number? \_\_\_\_\_

How did you learn about Miracle Meadows School?

- Internet                                       College \_\_\_\_\_  
 Friend \_\_\_\_\_                               Other \_\_\_\_\_

Why are you interested in working at Miracle Meadows School?

What strengths do you have that will help you in working with at-risk teenagers?

What weaknesses do you have that you think might make working with at-risk teenagers difficult?

My friends and coworkers say I am (check all appropriate descriptions):

- |                                       |                                     |  |                                      |
|---------------------------------------|-------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Easygoing    | <input type="checkbox"/> Peacemaker | <input type="checkbox"/> Moody         | <input type="checkbox"/> Soft-spoken |
| <input type="checkbox"/> Leader       | <input type="checkbox"/> Assertive  | <input type="checkbox"/> Careful       | <input type="checkbox"/> Neat        |
| <input type="checkbox"/> Impatient    | <input type="checkbox"/> Impulsive  | <input type="checkbox"/> Opinionated   | <input type="checkbox"/> Outgoing    |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Energetic  | <input type="checkbox"/> Shy           | <input type="checkbox"/> Private     |
| <input type="checkbox"/> Adaptable    | <input type="checkbox"/> Funny      | <input type="checkbox"/> Perfectionist | <input type="checkbox"/> Committed   |

What is your current relationship like with the Seventh-day Adventist church?

What bothers you the most about Adventists or being an Adventist?

What do you like about Adventists or being an Adventist?

How long have you been in a committed relationship with God? Please describe your relationship with God.

## Education

Dates attended	School name	Area(s) of study	Degree obtained
Dates attended	School name	Area(s) of study	Degree obtained
Dates attended	School name	Area(s) of study	Degree obtained
Dates attended	School name	Area(s) of study	Degree obtained

Describe your educational and/or professional goals (if applicable):

## Work Experience

Employer	Dates (From)	(To)
Address	Job Description	
Telephone		
Position	Reason for Leaving	

Employer	Dates (From)	(To)
Address	Job Description	
Telephone		
Position	Reason for Leaving	

Employer	Dates (From)	(To)
Address	Job Description	
Telephone		
Position	Reason for Leaving	

## Comments: Include explanation of any gaps in employment.

## Hobbies & Interests

## Professional References

Name	
Address	
Telephone	Relationship

Name	
Address	
Telephone	Relationship

## Personal References

Name	
Address	
Telephone	Relationship

Name	
Address	
Telephone	Relationship

## APPLICANT'S STATEMENT

I certify that all answers given herein are true and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## PAST CONDUCT INFORMATION

Have you ever been convicted of any crime in which a child was a victim or which involved sexual misconduct?

YES  NO

If the answer is yes, please explain below. Date \_\_\_\_\_ Place \_\_\_\_\_

Have you ever been the subject of any formal accusation or proceeding to investigate a formal accusation, or have you been disciplined or discharged by any employer or other entity with regard to conduct relating to sexual abuse, sexual harassment, unlawful or inappropriate sexual conduct or disciplined or terminated for dishonesty?

YES  NO

If the answer is yes, please explain below. Date \_\_\_\_\_ Place \_\_\_\_\_

Do you presently have or have you ever regularly used alcohol, drugs, tobacco, or had an addictive disorder (eating disorder, etc.)?

YES  NO

If the answer is yes, please explain below.

If the answer is YES, please write the date of your last incident of use/abuse:

Date

Are you willing to be fingerprinted in order to work at Miracle Meadows School?

YES  NO

## Professional References (if you answered YES to any question above, please provide a reference.)

Name		Name	
Address		Address	
Telephone	Relationship	Telephone	Relationship

## PAST CONDUCT - APPLICANT'S STATEMENT

I certify that all answers given herein are true and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## STAFF CONDITIONS - Work Agreement

Last Name	First Name	Middle Name (or Initial)	Date of Application
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### Please Read Carefully the Following Information.

1. The work at Miracle Meadows School ("MMS") is intense, challenging, and often exhausting.
2. Work at Miracle Meadows School involves more than the usual 40 hours a week & can exceed 70 hours a week at times.
3. Sometimes, you may have to be up all night, yet still have to keep up with teenagers throughout the day and/or attend meetings.
4. There may be times that your scheduled off-times will have to be postponed or rescheduled.
5. Your staff housing living arrangement may include sharing a room with a roommate.
6. You may only have every other weekend off and 2 weeks of vacation time per year.
7. On the times you are on duty or are needed, regardless of your staff housing arrangement, you may have to cover students IN home (i.e. in the student home).
8. While you may have one or more assigned job descriptions, your responsibilities will need to be flexible enough to cover a variety of roles and activities, not necessarily in your job description.
9. Upon commencement of employment, you will undergo a 90 day probationary period where both MMS and you will assess the suitability of your employment & you may be terminated without 2 weeks notice at any time during this probationary period.
10. You will provide a minimum of 2 weeks notice (or more) when departing from MMS.
11. Room and board will be covered by MMS but depending on the needs of MMS, may include living IN the student homes.
12. You are legally considered a volunteer.
13. MMS urges the principles found in Matthew 18:15-17 to work openly through concerns and conflicts.

Comments:

### Please write as best you can what you understand your working conditions will be concerning:

Job Description / Role:
Expected length of stay:
Expected stipend:
Expected housing situation:
Expected food situation:
Utilities/phone:
Time off weekly/monthly:
Hours expected to work per week:
Use of MMS vehicles:
Other promises or expectations:

## STAFF CONDITIONS - APPLICANT'S STATEMENT

I have read all of the above and understand and consent to the challenging nature of this ministry.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



### Situation 3

A student is talking about his/her problem relating to his/her parents. He/she exclaims, "Everything went wrong when my parents got religious and became SDA. They became so strict - it's like if anything's fun, you can't do it. They're trying to force me to be an Adventist. That's why they sent me here. I hate religion, especially the SDA church." How do you handle this?

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### Situation 4

On a trip to town you notice that Rick has purchased several items that cost money you did not realize he had. You ask him about it and he says his uncle sent him some money last week. You can't recall MMS receiving any letters addressed to Rick lately. A day later, you notice that \$40 is missing from your desk drawer. You are sure Rick took it. How do you handle this.

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### Situation 5

A staff member talks with you privately about his belief that the administrator is using school funds for personal use. He shows you some figures on paper that seem to back up his position. He says that he thinks that this has been going on for a long time. How do you handle this?

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## PRACTICES SUMMARY

### APPLICANT

Last Name	First Name	Middle Name (or Initial)	Date of Application

### DIRECTIONS

The following are brief statements regarding some of the practices at Miracle Meadows School. Put your initial beside each statement if you have no problem with the practice. Comment in the space provided if you do have a problem with a particular practice by indicating which practice you question (by using the corresponding number) and by stating reasons why you disagree or question that

### Diet

	1. MMS serves a vegetarian diet with some use of dairy & eggs.
	2. MMS is moving towards no animal products.
	3. Whole grains & whenever possible, natural foods are served.
	4. Limited vegetarian meats (analogs) are served.
	5. No caffeinated drinks are served to students & staff.
	6. Students are not allowed to eat meat & staff likewise cannot eat meat while with students.
	7. Eating between meals is not allowed & staff cannot eat between meals while with students.
	8. There are limits to sugars, fats, salt, "junk food" & staff are to likewise limit while with students.
Comments	

### Student Care

	1. Safety & supervision of students is the number one priority.
	2. Time off, schedule, even sleep may be altered to assure safety & supervision of students in an emergency.
	3. Staff may have to buddy up with a student in a crisis (e.g. arms length "buddy").
Comments	

### Work Education

	1. Students perform regular, productive work.
	2. Staff need to model good work habits and workmanship.
	3. Staff often work alongside students, including manual labor.
Comments	

**Exercise**

- 1. Work is a primary source of exercise at MMS.
- 2. Spontaneous sports games are permitted rather than organized team competition.
- 3. Walking rather than driving while on campus is encouraged.
- 4. Recreation & exercise events are a necessary part of student & staff life at MMS.

Comments

**Worship**

- 1. Staff & students in each dorm attend daily scheduled worships.
- 2. All staff are expected to attend campus worships, Weeks of Prayer & church (when working).
- 3. Other group worship/Bible study events are encouraged.
- 4. The Bible is a primary source for student worships, not devotional books.

Comments

**Staff Relations**

- 1. Staff are expected to work through barriers with each other.
- 2. Staff are not to undermine or belittle each other in front of students.
- 3. Staff are expected to be good role models which includes owning behavior & apologizing for mistakes.
- 4. Staff will have opportunities to lead youth to Christ.
- 5. Staff will need to support school expectations for behavior, even if they are not priorities for themselves personally.
- 6. Staff will have opportunities to discuss, evaluate & make recommendations individually & corporately.
- 7. New staff need to “walk in our shoes” before dismissing practices or urging changes.

Comments

**Music**

- 1. Music at MMS should be on the conservative side, not easily mistaken for inappropriate secular songs.
- 2. Music should be uplifting & refining to the thoughts & behaviors.
- 3. Music played at MMS should include joyous praise selections as well as meditative ones.
- 4. Music played at MMS should be contemporary enough to speak to the hearts of youth.
- 5. MMS administration may arbitrate when it is unclear whether certain music is appropriate for student use.

Comments

**PRACTICES SUMMARY - continued**

<b>Dress Code</b>	
	1. Staff need to know & support the student guidelines for dress.
	2. Women wear dresses or dressy skirts & tops for "Dress for Respect" (weddings, church) events.
	3. Men wear dress slacks, shirts, suits & ties for "Dress for Respect" events.
	4. Shorts are to be closer to the knee than the thigh.
	5. Swimsuits are to be modestly cut or covered with shorts and/or top.
	6. Principles of modesty, appropriateness for the activity & weather, clean & neat, and simple tastes are encouraged.
	7. A natural, unadorned appearance limits the wearing of jewelry & heavy make-up while working at MMS.
Comments	

**SELF EVALUATION** - please fill out this self evaluation

<b>APPLICANT</b>			
Last Name	First Name	Middle Name (or Initial)	Date of Application

**Circle a number that best characterizes your attribute.**

Poor	Excellent	<b>ATTRIBUTES</b>			
1	2	3	4	5	Dynamic relationship with Christ.
1	2	3	4	5	Committed, knowledgeable Seventh-day Adventist.
1	2	3	4	5	Well-balanced mentally, physically, socially & spiritually.
1	2	3	4	5	Able to love children of others.
1	2	3	4	5	Good physical condition.
1	2	3	4	5	Good sense of humor.
1	2	3	4	5	Confronting and firm.
1	2	3	4	5	Flexible and cooperative.
1	2	3	4	5	Accepting and encouraging.
1	2	3	4	5	Able to motivate and inspire others.
1	2	3	4	5	Hard worker, high energy level.
1	2	3	4	5	Able to live with rebelling, at-risk youth.
1	2	3	4	5	Good conflict-resolution skills.
1	2	3	4	5	Practical skills in life tasks.
1	2	3	4	5	Open, non-secretive life.
1	2	3	4	5	Able to handle emotions of self and others.
1	2	3	4	5	Able to demonstrate relevance of a Christian lifestyle.
1	2	3	4	5	Persistent through failures.
1	2	3	4	5	Able to visualize and affirm potential of others.
1	2	3	4	5	Shows initiative, self starter.

# FOREIGN WORKER - PERSONAL INFORMATION

*please print clearly*

Please fill out this section ONLY if you are NOT a United States citizen and you are NOT a legal resident of the United States. This information will assist us in preparing your application for the appropriate visa so that you can work in the U.S. In most cases, you will be applying for a R-1 or Religious Worker visa.

Personal Information			
Last Name <i>(as it appears on your passport)</i>		First Name	Middle Name (or Initial)
Date of Application			
Address			Country of Citizenship
Telephone Number <i>(Home)</i>	Telephone Number <i>(Work)</i>		Date of Birth
City & Country of Birth		Name of your home church	How many years an SDA?

In order to qualify for a religious worker visa (R-1), you must be able to show 2 or more years of work experience (either professional, volunteer or both) related to the Seventh-Day Adventist church, non-profit organization(s), and/or other church denominations. Please list ALL religious work experience no matter how small or insignificant it may seem. The minimum 2 years of religious work experience does not have to be 2 years of full-time employment. For example, It can be 2 years as a Sabbath School teacher, Pathfinder leader, soup kitchen volunteer, colporteur, Youth leader, choir member, etc. or a combination thereof. You will be required to obtain letters proving your religious work experience and church membership from your Pastor, church, conference office, school, choir, organization, etc. **DO NOT SEND** that letter to us. You will need it for the US Embassy. However, for now, the information you provide below will help us to assess whether you will be able to qualify for a R-1 visa or not. Please continue on a separate paper if you require.

Religious / Volunteer Experience	
Employer/ Church	Dates (From) (To)
Address	Job Description
Telephone	
Position	
Employer/ Church	Dates (From) (To)
Address	Job Description
Telephone	
Position	
Employer/ Church	Dates (From) (To)
Address	Job Description
Telephone	
Position	
Employer/ Church	Dates (From) (To)
Address	Job Description
Telephone	
Position	

# POTENTIAL STAFF RESPONSIBILITIES

Miracle Meadows School

## Personal Information

Last Name	First Name	Middle Name (or Initial)	Date of Application
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The following section is designed to give Miracle Meadows an idea of where your abilities, experience and interests lie. Please indicate "I" for interest if you are interested in an area of responsibility or "E" for experience if you have experience in a particular area of responsibility. Space is provided after every section for you to give details (if you wish) and to add other related areas of responsibilities not listed for which you may have experience or interest.

## Location

Miracle Meadows has a satellite school located in Puerto Rico.	<input type="checkbox"/> I would be interested in working there	<input type="checkbox"/> Not Interested
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## Management / Office

1. Director
2. Administrator
3. Home Parent (Student Dean)
4. Counselor
5. Work Supervisor
6. Accountant / Bookkeeping
7. Public Relations & Promotions
8. Fundraising / Development
9. Publications - (Circle all that apply) Newsletter, Yearbook, Signs, Local Newspaper, Other: _____
10. Secretary - (Circle all that apply) Typing, Filing, Reception, Computer use, Other: _____

Comments


## Academic (Subjects & Position)

1. Elementary Teacher	11. Chemistry
2. Principal	12. Computers / Typing
3. Teacher's Aide	13. Music
4. History	14. Bible
5. Spanish	15. Physical Education
6. Choir	16. Earth Science
7. Math - Algebra 1/2	17. Biology
8. Algebra I, II, III	18. English
9. Accounting	19. Geometry
10. Health Science	20. Other _____

Comments


**Coordinator**

1. Social Events	6. Mission Trip / Recreational Trips
2. Graduation	7. Standardized Testing
3. Sabbath Activities	8. Community Service
4. Chaplain / Outreach	9. Colporturing
5. Study Hall / Tutoring	10. Horsemanship

Comments


**Practical Skills**

1. Auto Mechanic	7. Office Work
2. Auto Body	8. Welding
3. Carpentry/Construction	9. Food Service/Cook
4. Grounds/Landscaping	10. Housekeeping
5. Computer (Networking, repair	11. Agriculture
6. Crafts	12. Horsemanship

Comments


**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**


**Describe any job-related training received in the military.**


**List professional, trade, business or civic activities and offices held.**


**Other Qualifications:** *Summarize special job-related skills & qualifications acquired from employment or other experiences*
