



**Application for Executive Director** Please send your completed application and ministry resume as email attachments to [board@icoutreach.org](mailto:board@icoutreach.org). All information gathered through the application process will be handled confidentially. A Board member will confirm within one week that we have received your application and communicate next steps. Thank you for applying for the Executive Director position with ICO.

**GENERAL INFORMATION**

Name \_\_\_\_\_ Date of Application \_\_\_\_\_

Preferred Address \_\_\_\_\_

Preferred Phone \_\_\_\_\_

Alternate Phone \_\_\_\_\_

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

Gender:      Male      Female

Marital Status:      Single      Married      Name of spouse \_\_\_\_\_

How did you hear about International Community Outreach?

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

Do you agree with the statement of faith on our website (icotulsa.org)?      Yes      No

Please state briefly the areas of ministry you are passionate about.

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

Please list your general skills and abilities that could benefit a ministry in administration, strategy, planning, budgeting, promotion, communication, mentoring, relationship building, and volunteer management.

### **EDUCATION BACKGROUND**

Please list education after high school (technical college, university, graduate school, Bible institute or seminary)

SCHOOL NAME

LOCATION

YEARS COMPLETED

DEGREE

SCHOOL NAME

LOCATION

YEARS COMPLETED

DEGREE

Are there any training courses or seminars you have completed which you feel have helped prepare you to be an Executive Director of an international student ministry? If so, please list the course titles and the major benefit to you.

**EMPLOYMENT HISTORY** Please do not substitute a resume for this section.

Most Recent Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_ May we contact? Yes No  
Reason for Leaving \_\_\_\_\_

Past Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_ May we contact? Yes No  
Reason for Leaving \_\_\_\_\_

Past Employer \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Position(s) Held \_\_\_\_\_  
Employment Start Date \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Supervisor/Manager \_\_\_\_\_ May we contact? Yes No  
Reason for Leaving \_\_\_\_\_

Continue on next page

**STRENGTHS & SKILLS**

List your top three strengths and top three areas where you want to grow and improve

Strengths

Grow and Improve

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

**MINISTRY PROFILE**

Please number the following ministry areas (0-5) according to your level of experience, with 5 being the highest.

\_\_\_\_\_ Children's Ministry

\_\_\_\_\_ Adults Ministry

\_\_\_\_\_ Care Ministry

\_\_\_\_\_ Middle School Ministry

\_\_\_\_\_ College Ministry

\_\_\_\_\_ Finance/Administration

\_\_\_\_\_ High School Ministry

\_\_\_\_\_ Worship Arts Ministry

\_\_\_\_\_ Impact/Missions

\_\_\_\_\_ Communication

What aspects of ministry excite you? What aspects don't?

What do you identify as your top three spiritual gifts?

How have you seen these gifts fit with your ministry experience?

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### **PERSONAL STORY**

On a separate page, please include brief responses to the following questions with the application

1. Please describe your faith journey. Include how God got your attention and some significant experiences and people that He used. How has this journey prepared you for this position?
2. How does this position fit into your short and long-term goals? What do you hope to gain from this experience?

### **REFERENCES**

List the contact information of the individuals (excluding family members) to whom we should send the reference forms. Please notify them that we will be contacting them.

**List two contacts you've served under in ministry:**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Email Address \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Email Address \_\_\_\_\_

**List one contact you've served with in ministry:**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Email Address \_\_\_\_\_

**CHURCH OR PARACHURCH BACKGROUND**

Please list all churches you have regularly attended in the past 5 years and any previous ministry experience or volunteer involvement.

1. Current Church Name \_\_\_\_\_ Dates Attended \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 Church Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Staff Contact (name and position) \_\_\_\_\_  
 Ministry Experience \_\_\_\_\_  
 \_\_\_\_\_

2. Previous Church Name \_\_\_\_\_ Dates Attended \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 Church Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Staff Contact (name and position) \_\_\_\_\_  
 Ministry Experience \_\_\_\_\_  
 \_\_\_\_\_

3. Previous Church Name \_\_\_\_\_ Dates Attended \_\_\_\_\_  
 Church Address \_\_\_\_\_  
 Church Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Staff Contact (name and position) \_\_\_\_\_  
 Ministry Experience \_\_\_\_\_  
 \_\_\_\_\_

**BACKGROUND INFORMATION**

Are you legally authorized or permitted to work in the United States?      yes      no

Are there any past or present issues (spiritual, physical, emotional/mental, social) which would hinder your ability to work appropriately with children or students?      yes      no

Have you been accused, charged or convicted of a criminal offense (felony or misdemeanor other than a parking violation)?      yes      no

Have you struggled in the past or are you currently struggling with any addictions (alcohol, drug, pornography, etc)?      yes      no

Is there anything from your past that may come up in the future about you that could hurt the ministry of ICO?      yes      no

If you answered no to the first question or yes to the remaining questions, please explain (attach an additional page if needed).

