

YWAM Livingstone

(A Division of YWAM Zambia Ltd [company limited by guarantee—nonprofit])
(Staff Application Form For The Years 2014-2015)

Dear Prospective YWAM Livingstone Staff,

Thank you for applying to YOUTH WITH A MISSION Livingstone! May you know God's grace as you seek His direction and perfect will in your life. In order for us to process your application, we must receive all the forms completed by you or the people concerned. If a question does not apply to you, please write N/A in the space. Husbands and wives applying for staff positions simultaneously must complete separate applications but will pay only one application fee. Our prayers are that you will enjoy God's favour and grace in the whole application process!

1 **APPLICATION FEE:** A non-refundable Application fee of ZMK100 is to be forwarded with this application by all Zambian applicants resident in Zambia. Zambians and all international staff applying from outside Zambia, they shall pay ZMK300. Please email the details of your payment as soon as it is done. Your application will not be processed without it. Money can also be sent through MoneyGram (a money transfer service in wide usage all over the world), but the ideal is to wire the application fee to this account: **ACCOUNT NAME: Youth With A Mission, ACCT#: 0432067400191, BANK: Zambia National Commercial Bank Ltd, Main Branch, Livingstone, ZAMBIA. SWIFT CODE: ZNCOZMLU.** In all cases, scan and email a receipt of your payment to the Base Director.

2 **FINANCIAL AGREEMENT:** Please read carefully, complete and sign the Financial Policy and Indemnity Form. Please note that signing this form commits you to payment of the fees as set out in the Financial Policy. Your typed name anywhere on this application shall provisionally represent your signature.

3 **REFERENCE FORMS:** You need to make 2 copies of the Confidential Reference Form and on each one fill in your name, the title of the position you are applying for, and the duration you wish to covenant for. Hand one to your pastor, one to each of your two other referees (one of these is your last YWAM School/staff Leader (if you have done a YWAM School or have staffed in YWAM or both). Ask them to complete the form and post it directly to YWAM Livingstone. We must receive all of the reference forms **BEFORE** we can process your application. Please submit two recent passport-size photographs with your application. **IMPORTANT!** All staff are encouraged to apply early, generally about 3 months prior to the start of their proposed service year.

Personal Information

Full names exactly as in passport						
Date of birth		Place of Birth		Sex	F	M
Street address						
Email address			Passport Number			
Married?	Widowed?	Separated?	Divorced?	Engaged?	Single?	
Details of family members accompanying you						
Spouse Names			Birthdate (dd/mm/yyyy)			
Son/daughter			Birthdate (dd/mm/yyyy)			
Son/daughter			Birthdate (dd/mm/yyyy)			
Son/daughter			Birthdate (dd/mm/yyyy)			
Son/daughter			Birthdate (dd/mm/yyyy)			
Son/daughter			Birthdate (dd/mm/yyyy)			

Contact details for next of kin

FIRST NAME: _____ SURNAME: _____ PHONE NUMBER _____

EMAIL ADDRESS: _____

Write a testimony of when and how you got saved (born-again) giving details of the changes in your life and the state of your spiritual walk today.

ADDITIONAL INFORMATION										
Name of your Church and its street address										
Name of Pastor					Email Address					
Language proficiency	1	2	3	4	5	6	1 = very little, 6 = mother tongue			
English										
French										
Portuguese/Spanish										
Any other Language										
YOUR HIGHEST ACADEMIC ACHIEVEMENTS/ SOME HEALTH ISSUES										
Years of Primary school completed	1	2	3	4	5	6	7	8	9	
Years of Secondary school completed	1	2	3	4	5	6	7	8	9	
Years of College/university completed	1	2	3	4	5	6	7	8	9	
Are you pursuing a UofN degree?			Which College							
Physical height	Weight		Blood type			Allergies				
*specify drugs and conditions										
Are you on a special diet?	Yes?	No?	Are you able to walk 5 miles (8km) in one day?							
Have you ever been expelled from any tertiary institution? YES ___? NO ___?										
Have you ever been fired from a Christian organization? YES ___? NO ___?										
If the answer to either or both of the above two questions is yes, please use extra paper to provide a one-paged explanation of the reason for the termination of your studies or employment.										

LEGAL COMMITMENTS

In case of an emergency I/we hereby agree to the performance of such treatment, including anaesthesia and surgery, as the attending doctor or physician may deem necessary. Applicant's dated signature, or dated signature of Parent/Guardian (with an explanation of signatory's relationship to the prospective staff) is required if applicant is under 21 years of age.

Signed		Date		Relationship	
Signed		Date		Applicant's signature in this line	

Do you agree to the following two declaration? (If "yes" sign this agreement): (A) I am willing to submit myself to YWAM leadership and co-operate with them at all times for the duration of my involvement with this mission and its programs. (B) I declare that the contents of this application form are correct and truthful and if found to be incorrect, I accept responsibility for any consequent liabilities arising from inaccuracies in this application and waive my right to challenge YWAM's final decision.

Signed		Date		Applicant's signature in this line	
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FINANCIAL AGREEMENT

Do you have outstanding debts?	YES?	NO?	How much?	
How and by when do you intend to pay it?				

Do you have sufficient financial support to pay the required monthly staff fees for the duration of your covenanted period of service? If no, how do you intend to pay your monthly staff fees?

DECLARATION OF FINANCIAL RESPONSIBILITY

I/We have read and understand the Financial Policy of YWAM Livingstone. I/We understand that the payment of the required staff fees must be made on the first working day of every month, in the currency determined by the laws of Zambia (Zambian Kwacha).

Further, I agree to meet in a timely manner, every month, all personal expenses incurred during my involvement with Youth With A Mission, and that failing to do so, the cost of recovering any outstanding fees due to YWAM shall be borne by us/myself. Parent/Guardian is required to sign if applicant is under 21 years of age.

Signed		Date		Relationship	
Signed		Date		Applicant's signature in this line	

INDEMNITY AGREEMENT

I/We do hereby agree that I will not hold Youth With A Mission, its staff, agents and volunteer assistants responsible for any illness, injury, damage or loss incurred by me during the course of involvement with Youth With A Mission.

I/We further agree that in case of illness or death all the costs of medication, transportation or burial will be borne by the family (parent/guardian or next of kin). In case of death, and my family is not able to transport my body home for burial, we/I allow YWAM Zambia to bury my body in Zambia if my death occurs while I am legally volunteering my services at and in covenant to YWAM Zambia. I further declare that I have satisfied a reputable physician's examination and have been approved to travel and live in Africa for the duration of the School.

Signed		Date		Relationship	
Signed		Date		Applicant's signature in this line	

NB: For staff making use of this or online applications and have no digitized signatures, your typed name anywhere on the application shall be deemed to represent your signature.

STAFF FINANCIAL POLICY 2014-2015

IMMIGRATIONS RELATED COSTS

The government has revised the costs of visas and permits but do offer discounted fee to NGOs, FBOs, and Churches. An applicant for voluntary service at YWAM Livingstone does not need to apply from outside the country but can be landed on a visa and an application for a Work Permit can be lodged later, provided the prospective staff has the following documents (*DO NOT ARRIVE WITHOUT THESE FOUR ITEMS!!*):

1. Valid passport for the duration of the course
 2. Police clearance certificate from country of origin
 3. Certified (notarized) photocopies of all academic credentials (diplomas and degrees)
 4. The financial means to pay for the staff fees
- ➔ A return ticket and yellow fever vaccination card are also good to have on hand. The Yellow Fever card is essential for entrance into some countries in Africa and it is always reassuring to the immigrations officials to see that the prospective volunteer worker has taken care of their trip back home and thus will not be a cost to the state.

DIRECT COSTS

For planning purposes, it is assumed that all staff will live on the base in order to have impartation in the lives of students. Where this is not possible, off base accommodation will be sought or, they will build a pre-planned house on the base (on donation basis) that they will rent from the base for the duration of their service covenant.

Application fees are not included (paid with application forms), but the cost of food and communication has been included. All short term international staff will be admitted on a 90-day **Business Visa** (the cost depends on your nation's relationship with Zambia). For international volunteer staff, the cost of permits is as follows: Work Permit costs K1000, Temporary Employment Permit costs K1500, and the Temporary Permit costs K2000 for volunteers and Church workers. Therefore, budget US\$500 for visas alone. Staff fees exclude visas charges, medical expenses, and other personal expenses.

MONTHLY STAFF FEES!

➤ PAYMENT PLANS

- **Normal plan:** 100% before or on the first working day of the month. Payments should be in cash to a designated Finance committee member who shall issue a receipt for the same.
- **Partial payment:** (Only with permission from the Base Director) Staff failing to pay the full staff fee are required to tithe their income and pay 50% of what is left after tithing towards their staff fees

➤ STAFF CATEGORIES

- Local long term staff and all staff from Third World nations K250 per month
- All Other International long term volunteer Staff K850 (equivalent to US\$170) per month
- All staff living outside the YWAM base and not eating meals at the base will be required to contribute only 33.3% of their respective category staff fees.
- Non-YWAM short-term staff from the Third World (short term means, people planning to serve for 1-6 months only) will be required to contribute K375 (equivalent to US\$75) and K1500 (equivalent to US\$300 per month) because there is more administrative involvement in placing very short term people.

■ IMPORTANT THINGS TO REMEMBER ABOUT OUR FINANCIAL POLICY

- We are a Faith-based missionary community teaching people to live as contributors in their communities. YWAM values being multi-ethnic and international therefore our fees are intended to make flying to a long-haul destination like Livingstone more affordable for staff living very far.
- Since our financial policy does not cover personal expenses like visas, permits, leisure, health care, etc, the staff is encouraged to take out travel insurance to cover needs that require insurances, and also budget at least twice the staff fee to cover personal expenses like toiletries, leisure travel, etc.

■ REFUND POLICY

In principle, YWAM Livingstone a no refund policy for staff fees. For this reason, all staff fees deposited before making withdrawal of any kind, shall be deemed to be forfeited.

YWAM LIVINGSTONE CONFIDENTIAL REFERENCE FORM

FULL NAMES: _____ POSITION APPLIED FOR: _____.

The above named applicant has applied for a voluntary job at the above-named mission centre. In order to adequately, evaluate the applicant for admission, we would appreciate your supplying the information requested on this form. Your comments will help us to make a wise decision in accepting the applicant and to effectively meet his/her needs should he/she be accepted into the program applied for.

How long have you known the applicant (circle # of years right)? 1 2 3 4 5 6

In what capacity?	Church related?	Business Related?
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	School related?	Family connection?
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How well do you the applicant (on a scale of 1 to 9)? 1 2 3 4 5 6 7 8 9

For how long has applicant attended your church? 1 2 3 4 5 6 7 8 9

In what ways has the applicant been involved in the church and its program?

In your association with the applicant, what level of commitment have you seen exemplified?

Faithful	Inconsistent	Erratic	Uncommitted
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In your consideration, which of the following best describes the applicant's Christian experience?

Mature	Genuine and growing	Superficial/over-emotional
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Rate the applicant in the areas below using the most applicable descriptor (good, fair, or poor).

Initiative	Grooming	Leadership	Followership
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Industrious	Cooperation	Stability	Punctuality
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Adaptability	Discipline	Temperament	Flexibility
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Reliability	Character	Under stress	Stewardship
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Perseverance	Attitude to other race in mixed team	Speech
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Please highlight words or descriptions which fit the applicant: impatient, intolerant, argumentative, domineering, critical of others, easily embarrassed, offended, discouraged, frequently worried, anxious, nervous or tense, given to moods, prejudiced towards groups/races/nationalities, addictive behaviour (history of drug use or unacceptable sexual involvement), unable to cope with stress, erratic, loner, depressed, vengeful, history of clinical treatment for depression, insomnia, fits of rage or mental illness, etc.

Kindly shed more light on any word you have circled (use extra paper if necessary).

Is the applicant financially responsible?	Comment
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Does he or she respond well to authorities?	Comment
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Do you recommend her/him wholeheartedly?	Comment
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I declare that the contents of this confidential reference are correct to the best of my knowledge.

Name	Signed	Date
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Your e-mail address: _____ Email us at: YWAM.livingstone@gmail.com

PHYSICIAN'S EVALUATION

Name of Applicant: _____ Position applied for _____

- **IMMUNIZATIONS**

Because of the nature of missionary work, there is a higher risk of exposure to communicable diseases. YOUTH WITH A MISSION does not take any responsibility for any kind of contamination or infection.

YOUTH WITH A MISSION Livingstone strongly advises each prospective staff to ensure that the following IMMUNIZATIONS are received BEFORE coming to this campus.

1) Injectable or oral Polio vaccine. 2) Tetanus toxoid injection if last injection was 5 years ago. 3) Typhoid vaccine. 4) Hepatitis A and Hepatitis B vaccines x 3 injections. 6) Meningitis vaccine. Rabies is optional.

7) **All of the above are optional except YELLOW FEVER vaccination. A valid yellow fever card is necessary for entry into Zambia and some neighbouring countries. Some home countries may require it for re-entry!**

- **TO THE PHYSICIAN:**

The above-named person has applied for admission to a residential educational program of YOUTH WITH A MISSION Livingstone, Zambia. This will require good health and endurance besides sharing rooms with other staff. Please fill out the portion below and make any additional comments. Thank you.

Blood Pressure _____ Pulse _____ ECG (Over 40) _____ Visual acuity: (Without glasses) R _____ L _____
(With glasses) R _____ L _____ Hearing: R _____ L _____

Are there any abnormalities of the following systems? If so, Please describe fully.

Ears/Nose/Throat/Eyes: _____

Neurological: _____

Cardiovascular: _____

Respiratory: _____

Musculoskeletal: _____

Endocrine: _____

Lymphatic _____

Dermatological _____

Hernia Orifices _____

Gynaecological _____

Urological _____

Psychiatric _____

Would he/she be able to walk 5 - 10 kilometres per day? _____ YES _____ NO. _____

Additional comments _____

- **PHYSICIAN'S RECOMMENDATION:**

Acceptable without limitations _____

Acceptable with limitations (Specify) _____

Not acceptable _____

Should remain in areas where adequate medical care is provided _____

Physician's name: (Print) _____

Address: _____

Phone: _____ Date: _____ Physician's signature: _____

PLEASE MAIL THIS FORM DIRECTLY TO:

The Registrar, YWAM Livingstone,

P. O. Box 60508, Livingstone, Zambia. Tel: +260 95 583 8330 (cell) or +260979363711

Email: YWAM.livingstone@gmail.com, ywamstone@yahoo.com, or info@ywamlivingstone.org

WEBSITE: www.ywamlivingstone.org

7. LIFE QUESTIONS

A. PERSONAL BACKGROUND (Please, use a separate sheet of paper)

1. Parent's name: _____
Address: _____
Phone: _____
Father's occupation: _____
Mother's occupation: _____
Parents church affiliation: _____

2. Are there any experiences (i.e. drug or alcohol addiction, homosexuality, extramarital activity, etc.), which we should know about as we consider your application?

3. Please give relevant history if you have been divorced, separated or remarried.

4. How does your family feel about your decision to serve as a volunteer missionary? Is there any pending domestic situation that might make it necessary for you to return home?

5. Are you still receiving help in any of the above areas? Would you appreciate counsel should you be accepted on staff?

6. As a ministry, we stress the basis of our unity to be based on our belief in the authority of the Bible as the supreme guide for our beliefs, practices and behaviours; acceptance and adherence to YWAM Founding values; spiritual rebirth as the basis of all divinely commended services and spiritual experiences (supported by the Bible); and the importance of unity in all major points of Christian faith and ministry practices, while at the same time, giving each other lots of grace in minor doctrinal points of our faith and denominational distinctives.

In the light of this, do you understand and commit yourself to honoring other members of staff whose minor doctrinal point and denominational practices may not be in agreement with yours? (Please re-read the YWAM Founding Values before indicating below what your official position is).

➔ If your position is yes, you accept YWAM values and this base's position, please sign the space in front of the word YES; and if not, please sign your name in the space in front of the word, NO.

Do you accept this?: Yes _____ No _____

B. EXPERIENCE AND EDUCATION

1. Are you an ordained or licensed clergyman or clergy woman?

2. What books and periodicals have influenced you most?

3. Are you a member of, or under appointment of, another mission board? Yes/No
Has another mission board ever turned you down? Yes/No (Give details).

4. What part have you taken in the activities of your community, and to what organization of civic, Political, or community nature have you belonged if any?

5. What is your highest level of education and when was your highest credential completed?

6. What is your present occupation?

7. List your past job experiences up to the present. (Use a separate sheet if it is needed.)

8. List your skills and hobbies, and give some indication as to the degree of your competence in them.

C. LEGAL INFORMATION

Are you involved in any current or pending lawsuits or legal proceedings? Yes/ No
(If yes please give details).

D. CHRISTIAN LIFE AND CALL

1. Describe your present relationship with God.

2. Our base has adopted a very specific mission statement, which is **"To develop, disciplined Developers."** We, therefore, focus all we do to meet this aim. We have three main areas of involvement, namely Training, Mercy Ministries and Evangelism. Some of our staff go to the spiritually and physically needy areas in Africa and elsewhere, some train others to get there, while others play a vital support role through being involved locally in administration and enabling others to go. On joining YWAM Livingstone base, we expect that your heart is like ours. The following questions will help us to continue that focus in your life and enable you to reach your goals.

Write a statement describing your call including the following information:

a. How God called you into missionary service?

b. Which area of YWAM LIVINGSTONE do you primarily see yourself involved in?
Training? Mercy? Ministries Evangelism? or a combination of these?

Which of the following ministries are you most interested in? You may check more than one.

Women's City Chaplaincy	<input type="checkbox"/>	Hospitality	<input type="checkbox"/>
Children's Ministries	<input type="checkbox"/>	General Maintenance	<input type="checkbox"/>
Youth Chaplaincy	<input type="checkbox"/>	Kitchen staff	<input type="checkbox"/>
Evangelism/ Drama	<input type="checkbox"/>	Transport and Vehicle	<input type="checkbox"/>
Communication	<input type="checkbox"/>	Grounds/gardens	<input type="checkbox"/>
Support Ministries:		Personnel:	
Registrar's office	<input type="checkbox"/>	Personnel	<input type="checkbox"/>
Receptionist	<input type="checkbox"/>	Pastoral Care	<input type="checkbox"/>
Building projects	<input type="checkbox"/>	Training:	
Accounting	<input type="checkbox"/>	Sch. staff (which school?)	<input type="checkbox"/> _____
Administration	<input type="checkbox"/>	Mercy Ministries:	
Secretary	<input type="checkbox"/>	Primary Health Care	<input type="checkbox"/> _____
Personal Assistant	<input type="checkbox"/>	Comm. Development	<input type="checkbox"/> _____
Housekeeping	<input type="checkbox"/>	Counseling ministries	<input type="checkbox"/> _____

b. To what are you specifically called?

c. If accepted, what are your expectations regarding YWAM Livingstone?

d. Where would you like to be in 5 years time?

e. What sector of society interests you the most (e.g. Public Sector, Private sector, Social sector) and in that sector, what specific domain do you believe to be closest to your calling and training (e.g., Business, Sports, Healthcare, Entertainment, Counseling, etc)?

f. What skills and gifts do you need to develop in order to achieve this?

g. How would you see the job for which you are applying fulfilling that need?



SERVICE COVENANT

I _____
YOUR FULL LEGAL NAMES (AS SHOWN ON YOUR PASSPORT OR NATIONAL ID DOCUMENT)

On this _____ day of the month of _____ in the year _____

Being fully informed of the obligations, sacrifices, and perils of missionary life in Africa or anywhere else in the world, do of my own free will covenant with the faith community here named YWAM Livingstone Base, a department of YWAM Zambia Ltd, a nonprofit organization limited by guarantee, located at plot 7454/LIV Livingstone, Zambia, to serve at

YWAM Livingstone for ___ years/months/weeks, starting _____, pledge the following:

- ❖ I will serve faithfully under the Base leadership of YWAM Livingstone and execute my duties with excellence at a standard approved by the Base leadership and to God's glory.
- ❖ By joining a faith community that believes in the biblical principles of resolving church (faith community) disputes through arbitration by other mature/senior church leaders, I waive my right to civil court litigation in favor of this biblical principle (provided the state does not have a claim that supersedes my right not to press charges).
- ❖ I understand that YWAM Zambia Ltd deems the authority of the Base (Departmental) Directors to be final over staff disciplinary matters including (but not limited to) enlisting and dismissal of staff (the base Director consults with the Base Leadership Team if such a team is operational but has final discretion in judgment over staff disciplinary matters).
- ❖ I covenant to settle my financial and any other community obligations in a timely way.
- ❖ I understand that YWAM Livingstone has a major focus on counseling and covenant to be bound by my pledge of confidentiality concerning all confidential matters from clients and staff even after my services are terminated and will not infringe on the Base Director's role as the official spokesperson and representative of the YWAM Livingstone Base community by disseminating information in any media that damages the reputation of the ministry or its agents, or discloses information belonging to YWAM clients or YWAM Zambia.
- ❖ I covenant to serve *pro bono /pro Deo* in the spirit of volunteerism, not expecting remunerations, terminal benefits, or compensation of any kind for any reason, believing that God Himself will reward and honor my service in His way, both in this life and in the next.

APPLICANT'S SIGNATURE: _____ **DATE** _____

****IF YOU ARE BELOW LEGAL AGE (21), YOUR PARENTS OR GUARDIANS MUST ALSO SIGN BELOW!**

PARENT/GUARDIAN'S SIGNATURE : _____

NAMES: _____ **CAPACITY** _____

DIRECTOR'S APPROVAL

NAME: _____ **SIGNED:** _____ **DATE** _____