



## APPLICATION FOR EMPLOYMENT

Columbia Bible College Broadcasting Company, licensee of radio station WRCM, is a religious broadcaster as defined by the regulations of the Federal Communications Commission in 47 C.F.R. Section 73.2080(c)(1) of its Rules. As such, the licensee has established religious qualifications for all employee positions at WRCM. The station makes reasonable and good faith efforts to recruit applicants without regard to race, color, gender or national origin from among those who are qualified with respect to their religious beliefs, faith and practice.

### NOTE TO APPLICANTS

WRCM Radio is a Christian Ministry dedicated to influencing our community for Jesus Christ through culturally relevant programming, which promotes the mission and core values of our parent organization, Columbia International University, by fostering a biblical worldview, spiritual growth, community ministry, and a vision for the world. Because of the nature of our Ministry, we will consider for employment only those who:

- ❖ have acknowledged they are spiritually lost, received Christ as their Savior, and have made a personal commitment to follow Him;
- ❖ are active participants in a local Protestant church;
- ❖ unreservedly agree with our statement of faith (see page ); and
- ❖ comply with our lifestyle policies (see page ).

You will be asked to complete a supplemental form if you are applying for a faculty position. A supplementary form is also required for positions that are security sensitive, require working with minors, or involve public trust (e.g., school teachers, nursery workers, coaches, health service workers, security officers, student personnel deans, house parents, custodial/maintenance workers).

If you meet the preliminary qualifications above and desire to be considered for employment, please complete all the questions in this form and return it to the human resources office with a copy of your resume (if you have one).

(PLEASE PRINT PLAINLY)

Date of application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Home phone: ( ) \_\_\_\_\_ Work phone: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell phone: ( ) \_\_\_\_\_

Marital status:  Single  Engaged  Married  Separated\*  Widowed  Divorced\*

Have you or your spouse ever been separated or divorced?\*  Yes  No

*\*Because of the special nature of our ministry, we require further clarification in the areas of separation and/or divorce. If you or your spouse have ever been separated or divorced, please request and complete the supplemental form on this subject. The form requests the information needed to evaluate cases on an individual basis.*

Position(s) for which you are applying: \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Which type of work do you desire?  Full time  Part time  Temporary

When could you start? \_\_\_\_\_ Expected earnings: \_\_\_\_\_

If not a U.S. citizen, are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

Have you ever applied or been employed here before?  Yes  No If yes, give date(s) \_\_\_\_\_

Relatives employed by this Ministry (name/relationship/department): \_\_\_\_\_

Have you ever been convicted by a court of any offense?  Yes  No If yes, please explain \_\_\_\_\_

*Conviction of a crime does not automatically bar you from employment. All circumstances will be reviewed, including the nature of the offense, when it was committed, and its relevance to the position for which you are applying.*

## EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DEGREE/DIPLOMA EARNED
High School			
College/ University			
College/ University			
Graduate/ Professional			
Other Training			

## SPECIAL SKILLS, QUALIFICATIONS AND ACTIVITIES

Describe specialized training, apprenticeships, skills: \_\_\_\_\_

Professional certificates, licenses \_\_\_\_\_

What was your strongest subject in high school? \_\_\_\_\_ In college \_\_\_\_\_

Please check any of the following skills and experience that you have:

Typing/word processing      Words per minute? \_\_\_\_\_ Name(s) of software used \_\_\_\_\_

Other computer programming and software experience (please list \_\_\_\_\_

Please list any special honors, achievements, professional and community activities and offices: \_\_\_\_\_

Have you served in the U.S. armed forces?     Yes     No    If yes, what branch? \_\_\_\_\_

Dates of active duty:    From \_\_\_\_\_    To \_\_\_\_\_    Highest rank achieved \_\_\_\_\_

Occupational specialty \_\_\_\_\_

## PERSONAL REFERENCES

*Please do not give previous employers or relatives as personal references, but do give your pastor or a church official who knows you.*

Name	Address	Phone	Title/Relationship
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Name	Address	Phone	Title/Relationship
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Name	Address	Phone	Title/Relationship
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Name	Address	Phone	Title/Relationship
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## EMPLOYMENT HISTORY

*Please begin with your present or most recent employment.*

Company name	Telephone (     )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (     )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (     )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (     )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (     )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	
Company name	Telephone (     )	
Address	From (month/year)	To (month/year)
Name of supervisor	Starting salary	Ending salary
State your job title and describe work	Reason for leaving	

Please indicate any employer(s) you do not wish us to contact and state reason \_\_\_\_\_

\_\_\_\_\_

## CHRISTIAN LIFE

Have you accepted Jesus Christ as your Lord and Savior?  Yes  No  Uncertain \_\_\_\_\_

If yes, when? \_\_\_\_\_ On what do you base your claim of salvation? \_\_\_\_\_

Name and address of your church: \_\_\_\_\_

Pastor's name: \_\_\_\_\_ Church denomination: \_\_\_\_\_

Do you attend weekly?  Yes  No List any church/Christian work or ministry in which you have been involved \_\_\_\_\_

Do you personally subscribe without reservation to WRCM's doctrinal standard (see page 4)?  Yes  No

If no, please explain: \_\_\_\_\_

Are you willing to adhere to WRCM's lifestyle policies (see page 5)?  Yes  No If no, please explain: \_\_\_\_\_

Please give a brief personal testimony, including the circumstances of your conversion.

Briefly describe your present practice concerning Bible study and prayer.

## DOCTRINAL STANDARD

The teaching of WRCM and its parent organization, Columbia International University, is based on the great fundamentals of the Christian faith, all of which center in the person of Jesus Christ, our crucified, risen, and glorified Savior and Lord. The following, together with all the other Christian principles of doctrine and practice, including the affirmation of the full trustworthiness of Scripture, which in its original writing was verbally inspired and without error, shall be the basis of the faith and doctrine of WRCM and its parent organization, Columbia International University:

1. The Bible is the inspired Word of God, the written record of His supernatural revelation of Himself to man, absolute in its authority, complete in its revelation, final in its content, and without any errors in its teachings.
2. All men in their natural state are lost, alienated from God, spiritually dead: "All have sinned, and fall short of the glory of God" (Rom. 3:23).

3. Salvation is only by grace, a free gift of God, through faith in the Lord Jesus, who died for our sins according to the Scriptures (I Cor. 15:3). Those who thus receive Christ by faith have their sins forgiven (Eph. 1:7), their hearts cleansed (Acts 15:9), are born of the Spirit, become children of God (Jn.1:12,13) are made new creatures in Christ (II Cor. 5:17).
4. God is One God, Who reveals Himself in three Persons: Father, Son and Holy Spirit. Jesus Christ, as the Scriptures affirm, is the Son of God and Son of man, was born of a virgin, and is Himself very God. The Scriptures also declare the deity and personality of the Holy Spirit.
5. Our Lord Jesus rose from the dead in the same body that was laid to rest in the tomb (Jn. 20:25-27). The bodies of all believers who die will be raised from the dead, and they will receive an incorruptible body like unto His glorious body (I Cor. 15:53; Phil. 3:21). All other men shall be raised unto "the resurrection of judgment" (Jn. 5:28, 29).
6. Christians, born of the Spirit, are to live the new life in the present power of the Spirit. "If we live by the Spirit, by the Spirit let us also walk" (Gal. 5:16-25; Col. 2:6). The Christian's responsibility and his normal attitude of life is to yield himself to God (Rom. 6:13), trusting God to keep him.
7. Christian "living" includes Christian service, the winning of souls around us, and the preaching of the Gospel in the uttermost parts of the earth. In carrying on this work there is needed the supernatural power of the Holy Spirit which is granted to every believer as he yields and trusts (Acts 1:8; I Cor. 12:7; Eph. 3:20; Acts 5:32). And in all of this service, prayer is to have the central place (Jn. 14:12-14; Eph. 6:18-19).
8. Jesus Christ will come again to earth the second time (Heb. 9:28), personally (Acts 1:11; I Thess. 4:16), bodily (Acts 1:11, Col. 2:9), visibly (Matt. 26:64; Rev. 1:7). His coming will precede the age of universal peace and righteousness, foretold in the Scriptures (Matt. 24:29, 30, 42; II Thess. 2:7, 8; Rev. 20:1-6).

*(Note: higher education faculty, Ben Lippen faculty who primarily teach Bible, and certain administrators must affirm the premillennial position stated in #8 above, i.e., "His coming will precede the age of universal peace and righteousness, foretold in the Scriptures." Other employees need not affirm the premillennial position but must not oppose or denigrate it.)*

### **LIFESTYLE POLICIES**

Because WRCM Radio is a Christian Ministry dedicated to providing a Christian work environment and to propagating biblical Christianity, we expect all our employees to conduct themselves according to the high moral, ethical and behavioral standards taught in Scripture. These standards prescribe Christ-like behavior such as loving one another, obeying God's word, submitting to those in authority and practicing self-control (Rom. 12:9-13:7, Gal. 5:-26, Col. 3:12-17). These standards also identify unacceptable conduct. While all unacceptable conduct cannot be listed here, some of the most obvious examples include stealing, lying, cheating, accepting bribes, use of profanity, vulgarities and obscenities, adultery, sex outside of marriage, homosexuality, pornography, sexual harassment, sexual abuse of children, abuse of drugs and alcohol, occult involvement, and rebellion.

As part of our lifestyle policies we expect our employees to be faithful participants in a local Protestant church and to have a consistent practice of personal prayer and Bible reading. We also expect them to abstain from the use of alcoholic beverages, tobacco, and non-medically prescribed narcotics. Gambling and biblically inappropriate dancing are not permitted. Employees are restricted in their use of theater and cinema (including television and video) to that which does not violate biblical principles of purity and worthiness. Viewing movies rated X or NC-17 is not permitted. Viewing R-rated movies is limited.

**APPLICANT'S CERTIFICATION AND AGREEMENT**

Please carefully read the following statements before signing.

I understand and certify by my signature that:

- The facts I have given in this application are true and complete to the best of my knowledge.
- If I am employed, any false or misleading statement may result in dismissal.
- I am authorizing WRCM or CIU to investigate any of the facts and contact any individuals, schools, organizations, employers or other references I have given in this application.
- I am authorizing a criminal records check and a driver's records check to be conducted on me if the position for which I am applying is security sensitive, requires working with minors, and/or involves public trust (see "Note to Applicants," page 1 for explanation). I am also authorizing the release of any information which pertains to any record of conviction in police files or any criminal file maintained on me whether state or local.
- I am authorizing any individuals, schools, organizations, law enforcement agencies, employers or other references to release the information requested by WRCM or CIU for verifying the facts I have given about my background. I further release from any liability WRCM or CIU for requesting the information and any person or organization for providing the information requested. I also waive any right I may have to inspect any information provided about me by any person or organization identified by me in this application.
- Employment at WRCM and is "at-will," which means that apart from those positions (faculty and administrative) that have a separate, individual written employment contract, I am employed for an indefinite period. Either WRCM or I may end my employment at any time for any reason. I understand that no employee, supervisor or representative of WRCM may alter this "at-will" employment relationship.
- WRCM or CIU takes the position that it has the unrestricted right and permission to copyright and use, reuse, publish and republish all photographic portraits, pictures or video taken of an employee while employed by WRCM or CIU. Any employee desiring an exception to this policy will have an opportunity upon employment to sign a statement restricting this right.
- If employed, I will abide by all of WRCM's standards and regulations.

Applicant's name (please print) \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

If you cannot sign the above certification and agreement, please explain:

**Please attach a copy of your resume to this completed application. If applying for an on-air position, please also include a recent aircheck or demo tape. Send all to the following address:**

**Radio Station WRCM  
P. O. Box 17069  
Charlotte, North Carolina 28227**

**PHONE: (704) 821-9293  
FAX: (704) 821-9285**