

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## Personal Profile

Please enter your personal information below. Your information will provide us with a general professional overview.

Title:  Dr.  Mrs.  Ms.  Rev.  Rev. Dr.  Mr.  Miss

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Suffix:  II  III  IV  Jr.  Sr.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province (U.S.): \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_ State/Province (If not U.S.): \_\_\_\_\_

Country: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

Fax: \_\_\_\_\_

Some positions with PC(USA) require ordination or church membership. Select all that apply to you:

- |  |   |
|--|---|
| <input type="checkbox"/> PC(USA) Presbyterian Minister of Word and Sacrament | <input type="checkbox"/> Minister of another denomination |
| <input type="checkbox"/> PC(USA) Candidate for Ordained Ministry             | <input type="checkbox"/> PC(USA) Elder                    |
| <input type="checkbox"/> PC(USA) Lay Pastor                                  | <input type="checkbox"/> PC(USA) Deacon                   |
| <input type="checkbox"/> PC(USA) Christian Educator                          | <input type="checkbox"/> Member of PC(USA) Congregation   |
| <input type="checkbox"/> Member of another Christian Community               | <input type="checkbox"/> None of the above                |

If you are a member of a PC(USA) congregation please specify the congregation's PIN number: \_\_\_\_\_

**Are you eligible to work in the United States?**

This information is required for all positions, both in the United States and overseas.

- I am authorized to work in this country for any employer.
- I am authorized to work in this country for my present employer only.
- I require sponsorship to work in this country.

**Where does God lead me?**

The One Door system includes a variety of opportunities, including mission, volunteer, staff and clergy positions. Would you like your Personal Profile to be matched with all available positions?

- Yes, match my Personal Profile to any available positions.
- No, submit my Personal Profile to only those positions I've selected.

**Name:** \_\_\_\_\_

## Categories of Interests

### Choose your areas of interest

- |  |   |
|--|---|
| <input type="checkbox"/> Accounting / Auditing                       | <input type="checkbox"/> Advertising / Marketing / Public Relations |
| <input type="checkbox"/> Agriculture / Environmental Sciences        | <input type="checkbox"/> Arts / Design / Media                      |
| <input type="checkbox"/> Building / Grounds / Maintenance / Cleaning | <input type="checkbox"/> Business / Financial Operations            |
| <input type="checkbox"/> Clerical / Support Services                 | <input type="checkbox"/> Community Development / Social Services    |
| <input type="checkbox"/> Computer / Internet/ New Media              | <input type="checkbox"/> Congregational Support                     |
| <input type="checkbox"/> Construction / Building / Skilled Trades    | <input type="checkbox"/> Education / Training/ Library              |
| <input type="checkbox"/> Engineering / Architecture                  | <input type="checkbox"/> Funds Development / Stewardship            |
| <input type="checkbox"/> Health Services                             | <input type="checkbox"/> Hospitality for Groups and Delegates       |
| <input type="checkbox"/> Human Resources                             | <input type="checkbox"/> Legal                                      |
| <input type="checkbox"/> Management / Administration                 | <input type="checkbox"/> Mission Service (International)            |
| <input type="checkbox"/> Mission Service (National)                  | <input type="checkbox"/> Pastoral Ministry                          |
| <input type="checkbox"/> Relief / Refugee Ministry                   | <input type="checkbox"/> Social Justice / Advocacy                  |
| <input type="checkbox"/> Transportation                              | <input type="checkbox"/> Young Adult Opportunities                  |

Name: \_\_\_\_\_

## Skills, Talents and Gifts

We affirm that God gives us various skills, talents and gifts. Tell us about yourself by selecting those skills that describe you. Select all that apply:

### Communication/Public Relations

Developing promotional material

Informing

Marketing/Sales

Public speaking

Reporting

Storytelling

Writing

### Computer

Database development/administration

Desktop Administration/Support

Network Administration

Programming

Security

Spreadsheet

Systems administration

Systems analysis

Systems engineering/integration

Web development

Word processing

### Creative

Acting

Dancing

Graphic design

Musical

Visual arts

### Financial

Accounting

Budgeting

Financial Analysis

Funds development

Grant writing

Stewardship

Tax preparation

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<b>Interpersonal</b>		
<input type="checkbox"/> Active listening	<input type="checkbox"/> Articulate	<input type="checkbox"/> Assertiveness
<input type="checkbox"/> Confidence	<input type="checkbox"/> Cooperative	<input type="checkbox"/> Cross cultural sensitivity
<input type="checkbox"/> Dependability	<input type="checkbox"/> Providing support	<input type="checkbox"/> Relating
<input type="checkbox"/> Working with people		
<b>Management</b>		
<input type="checkbox"/> Decision-making	<input type="checkbox"/> Instructing	<input type="checkbox"/> Mediating
<input type="checkbox"/> Motivating others	<input type="checkbox"/> Negotiating	<input type="checkbox"/> Organizing
<input type="checkbox"/> Planning	<input type="checkbox"/> Problem solving	<input type="checkbox"/> Scheduling
<b>Medical (other)</b>		
<input type="checkbox"/> Biomedical engineering	<input type="checkbox"/> Dental technician	<input type="checkbox"/> Dentistry
<input type="checkbox"/> HIV/AIDS education	<input type="checkbox"/> Hospice care	<input type="checkbox"/> Maternal/child health
<input type="checkbox"/> Midwifery	<input type="checkbox"/> Nurse practitioner	<input type="checkbox"/> Nursing
<input type="checkbox"/> Nutrition	<input type="checkbox"/> Pharmacy	<input type="checkbox"/> Physical therapy
<input type="checkbox"/> Psychosocial counseling	<input type="checkbox"/> Public health	

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**Name:** \_\_\_\_\_

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<b>Medical (physician)</b>		
<input type="checkbox"/> Allergy	<input type="checkbox"/> Cardiology	<input type="checkbox"/> Critical care
<input type="checkbox"/> Dermatology	<input type="checkbox"/> ENT	<input type="checkbox"/> Family practice
<input type="checkbox"/> Gastroenterology	<input type="checkbox"/> Hematology/oncology	<input type="checkbox"/> Infectious disease
<input type="checkbox"/> Internal medicine	<input type="checkbox"/> Neurology	<input type="checkbox"/> Physical therapy
<input type="checkbox"/> Psychosocial counseling	<input type="checkbox"/> Public health	<input type="checkbox"/> Obstetrics/gynecology
<input type="checkbox"/> Ophthalmology	<input type="checkbox"/> Orthopedics	<input type="checkbox"/> Pathology/forensics
<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Psychiatry	<input type="checkbox"/> Radiology
<input type="checkbox"/> Surgery	<input type="checkbox"/> Tropical medicine	<input type="checkbox"/> Urology/nephrology
<b>Pastoral</b>		
<input type="checkbox"/> Chaplain	<input type="checkbox"/> Evangelism	<input type="checkbox"/> Interim/Transition Management
<input type="checkbox"/> Older Adult Programs	<input type="checkbox"/> Pastoral Counseling	<input type="checkbox"/> Polity Knowledge
<input type="checkbox"/> Preaching	<input type="checkbox"/> Program administration	<input type="checkbox"/> Spiritual development
<input type="checkbox"/> Youth programs		
<b>Scientific</b>		
<input type="checkbox"/> Agricultural planning & development	<input type="checkbox"/> Architectural Design	<input type="checkbox"/> Biomedical
<input type="checkbox"/> Engineering	<input type="checkbox"/> Environmental planning	<input type="checkbox"/> Veterinary science
<input type="checkbox"/> Water and Sanitation System Planning/Maintenance		

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**Name:** \_\_\_\_\_

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<b>Service</b>		
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Diesel mechanics	<input type="checkbox"/> Electrical
<input type="checkbox"/> Food service	<input type="checkbox"/> Grounds keeping	<input type="checkbox"/> Hospitality
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Truck/bus driving	<input type="checkbox"/> Vehicle maintenance	
<b>Teaching</b>		
<input type="checkbox"/> Coaching (sports)	<input type="checkbox"/> Curriculum Development	<input type="checkbox"/> Library science
<input type="checkbox"/> Literacy education	<input type="checkbox"/> Special education	Training
<input type="checkbox"/> TESOL (Teaching English to Speakers of Other Languages)		<input type="checkbox"/> Tutoring
<input type="checkbox"/> Vocational/living skills		
<b>Team skills</b>		
<input type="checkbox"/> Adaptability	<input type="checkbox"/> Committee Coordination	<input type="checkbox"/> Flexibility
<input type="checkbox"/> Multi-tasking	<input type="checkbox"/> Time management	<input type="checkbox"/> Works as team member

**Name:** \_\_\_\_\_

## Employment History

List your employers, job titles, and employment dates (this may include volunteer positions).

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Job Description: \_\_\_\_\_

Annual Salary (US\$): \_\_\_\_\_ Started: \_\_\_\_\_ Finished: \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Job Description: \_\_\_\_\_

Annual Salary (US\$): \_\_\_\_\_ Started: \_\_\_\_\_ Finished: \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Job Description: \_\_\_\_\_

Annual Salary (US\$): \_\_\_\_\_ Started: \_\_\_\_\_ Finished: \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Job Description: \_\_\_\_\_

Annual Salary (US\$): \_\_\_\_\_ Started: \_\_\_\_\_ Finished: \_\_\_\_\_

Employer: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Job Description: \_\_\_\_\_

Annual Salary (US\$): \_\_\_\_\_ Started: \_\_\_\_\_ Finished: \_\_\_\_\_

**Name:** \_\_\_\_\_

## Education

List the degrees you have earned and the schools you have attended.

Degree earned: \_\_\_\_\_ Major/concentration: \_\_\_\_\_

School: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Comments:

Degree earned: \_\_\_\_\_ Major/concentration: \_\_\_\_\_

School: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Comments:

Degree earned: \_\_\_\_\_ Major/concentration: \_\_\_\_\_

School: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Comments:

Degree earned: \_\_\_\_\_ Major/concentration: \_\_\_\_\_

School: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Comments:

Name: \_\_\_\_\_

## Professional Licenses, Certifications and Awards

Name of license, certification or award: \_\_\_\_\_

Year Awarded: \_\_\_\_\_ Awarded by: \_\_\_\_\_

Comments:

Name of license, certification or award: \_\_\_\_\_

Year Awarded: \_\_\_\_\_ Awarded by: \_\_\_\_\_

Comments:

Name of license, certification or award: \_\_\_\_\_

Year Awarded: \_\_\_\_\_ Awarded by: \_\_\_\_\_

Comments:

## Language Skills

Language skills: (use this code: F=fluent; A=adequate; M=minimum)

Language	reading	writing	speaking
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____