



IMPORTANT FACTS & POLICIES YOU SHOULD KNOW REGARDING 89.7 KSGN GOOD NEWS RADIO BEFORE COMPLETING THIS APPLICATION

89.7 KSGN GOOD NEWS RADIO STATEMENT OF FAITH

Mission Statement:

Good News Radio is a ministry that draws people closer to God by providing encouragement, edifying believers and building community through Christian music, mission outreach, and events.

Statement of Faith:

Good News Radio is a ministry helping fulfill the great commission of Jesus Christ. Christ's commission to us is twofold:

To proclaim the Gospel and to teach all things He has commanded us. Therefore, both an evangelistic and an educational thrust are part of the broadcast ministry of Good News Radio.

Our board of directors has adopted the following **Statement of Faith**:

1. We believe the Bible to be inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three Persons: Father, Son and Holy Spirit.
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

KEY PERSONNEL POLICIES OF 89.7 KSGN GOOD NEWS RADIO

PERSONAL RELATIONSHIP WITH JESUS CHRIST

89.7 KSGN Good News Radio serves to minister the good news of Jesus Christ over the airwaves. It is important for us to create and maintain a positive witness for our Lord. Therefore, we have the following regulations:

DRESS AND APPEARANCE

Each employee is a representative of Good News Radio in the eyes of the public. Therefore, we have certain dress and appearance guidelines to make a favorable, Christ-honoring impression. All personnel should maintain good grooming and personal hygiene, including professional/conservative hair styles for women. Men are to keep their hair neat and cut above the collar, and facial hair should be short and neatly trimmed. Business casual is acceptable for daily office attire.

Professional dress is expected in the event of a client, prospect or donor visit outside the office. Know your audience. Remember you represent Good News Radio and should dress accordingly. T-shirts or tennis shoes are not acceptable.

Because we have staff working in many different departments under many different conditions, there will be occasions when dress outside these guidelines might be more appropriate for safety or other reasons. In those instances, please check with your supervisor first to discuss the situation. Administrative staff who may have opportunity to greet visitors should take extra care in selecting business casual attire. Body piercing jewelry will only be worn on the ear. No other areas of the body should be visible with body piercing jewelry. All tattoos must be concealed from visibility.

ATTENDANCE

Dependability on the job is essential. All employees are to be on time each workday. The employee must call his/her immediate supervisor at the beginning of the workday if he/she will be late or absent on any particular day. A friend should not make this call for the employee. The employee should not email the supervisor. The employee is to keep the supervisor clearly informed of the reason for and the duration of the absence.

SMOKING

Most of our employees and guests do not smoke and have asked that, for the comfort and health of the majority, we not allow smoking at all. Therefore, our policy is that there is no smoking in our building or on the grounds. Violation may result in termination.

ALCOHOL AND DRUGS

Any employee on our premises found selling, using or under the influence of alcohol or illegal drugs (including marijuana) will be immediately terminated.

ATTITUDE

A positive attitude toward fellow workers, supervisors and the policies of 89.7 KSGN is essential to effective work. Therefore, should any employee become excessively critical, sarcastic or attempt to cause friction between workers, progressive performance correction action will be taken.

CONDUCT AND CHARACTER

Because of the nature and purpose of 89.7 KSGN, people tend to judge the entire organization and Christians in general by the lives they see our employees demonstrate. Therefore, indulgence in any lifestyle or pastime that is illegal or scripturally questionable or forbidden (for example, living or sleeping with a member of the opposite sex out of wedlock, homosexual practice, drunkenness, or refusing to pay legitimate bills) may result in termination.

As you have had the opportunity to read and consider the key items above: **Mission Statement**, **Statement of Faith**, and **Key Personnel Policies** above, if you believe these are a match to your own values and expectations, please continue with completing this application. However, if you do not think or feel uncomfortable with these expectations or are able to fulfill the commitments requested above, we thank you for your time and consideration of Good News Radio and wish you well in your continuing job search.

Station Management



APPLICATION FOR **EMPLOYMENT**

89.7 KSGN Good News Radio
2048 Orange Tree Lane Suite 200
Redlands, CA 92374
Attention: Station Management

Dear Applicant,

Since you have expressed a desire to work with us, we would like to share with you something about the purpose and work of 89.7 KSGN, Good News Radio.

89.7 KSGN is an organization whose primary purpose is to present the message of Jesus Christ to individuals and families in southern California on 89.7 FM and around the world on our Family Friendly website ksgn.com. We believe that Jesus Christ is the One who can change a person from within—who can give meaning, purpose and direction in life. In order to accomplish such a ministry, we have people working in many different capacities: disc jockeys, office administrators and managers, accountants, receptionists, clerks, engineers, custodians, to name several.

Because the number of applications we receive is greater than the number of current job openings, your application will be kept active for 90 days. You may reactivate your application in writing every 90 days for up to one year. Each application is carefully evaluated. We will contact you if you qualify for the position for which you applied.

89.7 KSGN Good News Radio is an equal opportunity employer and abides by Title 7 of the Civil Rights Act of 1964 and subsequent laws, which have amended it. We will consider qualified applicants for a specific position without discrimination because of race, color, sex, national origin, marital status, age or handicap. We also comply with Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions.

Thank you for considering 89.7 KSGN Good News Radio as a place to use the skills, knowledge and abilities God has given you.

Station Management

KSGN EMPLOYMENT APPLICATION

Name: _____
 Home Phone: _____
 Mailing Address: _____
 City/State/ZIP: _____

Email: _____
 Message Phone No.: _____
 Position Desired: _____
 Pay Rate Desired (hour/annual) \$ _____

Are you legally eligible for work in the United States? Yes No

May we have permission to consider you for a position other than the one you applied for? Yes No

Do you desire Full-time work; or Part-time work

Days and hours available:

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
8 am	-		-		-		-		-		-		-

Date available to start: _____ If, under 18, do you have a current work permit? Yes No

Have you ever been employed with KSGN? No Yes: mm/yr. _____ to mm/yr. _____

If yes, did you use a name different that being used on the application? _____

Department/Area: _____ Supervisor: _____

How did you hear about KSGN: Job Posting Ad Friend Other _____

List references presently working for 89.7 KSGN Good News Radio:

NAME	DEPT	PHONE #	NAME	DEPT	PHONE #
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Have you ever been convicted of a misdemeanor or felony? No Yes

EMPLOYMENT HISTORY

(Please fill out Employment History in its entirety even if your résumé is included.)

List your present or most recent employer first and work back from that point. Please give accurate, complete, full-time and part-time employment information. If you do not possess all this information, we strongly encourage you to obtain it for your application materials. Incomplete information may delay or disqualify your application for employment.

Employer					From			To			
Phone No			Supervisor's Name			Title					
Address											
City			State				Zip Code				
Position Held			Starting Pay Rate	\$	per			Final Pay Rate	\$	per	
Duties											
Reason for Leaving											

Employer					From			To			
Phone No			Supervisor's Name			Title					
Address											
City			State				Zip Code				
Position Held			Starting Pay Rate	\$	per			Final Pay Rate	\$	per	
Duties											
Reason for Leaving											

Employer					From			To			
Phone No			Supervisor's Name			Title					
Address											
City			State				Zip Code				
Position Held			Starting Pay Rate	\$	per			Final Pay Rate	\$	per	
Duties											
Reason for Leaving											

Are there any previous employers you do not wish us to contact regarding your employment history with them? Yes No
 If so, please state who and the reasons why:

EDUCATION AND TRAINING

Highest grade completed: 7 8 9 10 11 12 College 1 2 3 4 5 6

Graduate level: _____

Major and Degree acquired: _____ GPA: _____

Name of institution, college or university: _____

Other training, trade schools, certifications or classes taken: _____

Typing Speed (wpm): _____ Date Tested: _____ Alpha/Numeric (kph): _____ Date Tested _____
 10-Key (kph) _____ Date Tested: _____

Computer languages or software with which you are familiar: _____

Other management, office, or clerical skills not previously listed: _____

Use this space to provide ANY ADDITIONAL INFORMATION which you believe would be helpful to us regarding your experience or special qualifications not listed elsewhere in this application:

If hired, will you agree to a 90-day introductory period, or other time period as specified at time of employment?

Yes No

Must Initial

KSGN, Good News Radio is a ministry with a rich heritage in Christian broadcasting. Good News Radio is a non-commercial radio ministry which has been serving the people of the Inland Empire since 1958. Good News Radio is a nonprofit religious corporation, chartered in California in 1958. Good News Radio operates Good News Radio, a religious non-profit organization. We have offered Christian radio programming far longer than any other station in this area.

As a nonprofit Christian ministry, we are determined to maintain the highest standards of business ethics and morality. Also, for us a Good News Radio, **Teamwork is the Key**. If you are selected as a member of the Good News Radio team, it is anticipated that you will share in our pride as well as in our efforts to provide superior service to all that you will come in contact with and will fully understand and support the philosophy and efforts of our ministry here at KSGN, Good News Radio.

We would like to advise you that we may conduct routine inquiries during the processing of this application that will provide us with pertinent information concerning your work abilities, character, general reputation and mode of living. Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. Of course, employees may elect to leave on their own accord.

By my signature below, I authorize each employer and reference that I have listed to release to the Human Resources Department of 89.7 KSGN Good News Radio any and all information in his/her files and possession that would be pertinent to my qualifications for the position(s) for which I have applied with 89.7 KSGN Good News Radio, unless otherwise noted here. I understand that my employment with 89.7 KSGN Good News Radio is for no specific term and may be terminated by me or 89.7 KSGN Good News Radio with or without notice or cause at any time. I further understand that no oral promise, 89.7 KSGN Good News Radio policy, custom, business practice, or other procedure (including 89.7 KSGN Good News Radio Employee Manual) constitutes a employment contract or modification of the at-will relationship between me and 89.7 KSGN Good News Radio.

I also declare by my signature below that the statements and information I have provided on this application are true and accurate to the best of my knowledge and belief. I understand that any intentional omission or misstatement of fact on this application will be sufficient cause for refusal to employ and/or cause for discharge.

Applicant's Signature: _____

Date: _____