

# General Board of Global Ministries

## Mission Personnel

475 Riverside Drive - Room 320 New York, New York 10115, U.S.A.  
[www.gb-gm-umc.org](http://www.gb-gm-umc.org)

## Personnel Information Form Instructions

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*Instructions - Please Read Carefully:*

### 1. Personnel Information Form

Complete the Personnel Information Form. Please use a typewriter with a **Clean Black Ribbon**, or a word processor with a **Good Quality Printer**. For the Skills and Professional Experience Sheet, simply complete and return it along with your other data.

### 2. Request transcripts

- A. From each institution of higher education which has awarded you a degree, request that your official transcript (signed by the registrar and affixed with the raised seal of the institution) be **sent to you** in a sealed envelope.
- B. When you receive the transcript, do **not** open the envelope. Place the sealed envelope(s) containing your transcripts in a large envelope along with your completed Personnel Information Form and references (*see 4 below*).

### 3. Select References

- A. Select five people to give you a reference.
- B. Contact each one of those selected and ask for his/her permission to be listed as a reference.
- C. Prepare the **Reference Forms (2 parts)** and Cover Letter:
  - 1. Place your name and the name of the reference person in the appropriate places on each form and each letter.
- D. Place a completed copy of the cover letter with a reference form and a self-addressed, stamped envelope in a separate envelope **which you will provide**. Each reference person will complete the confidential form and **Return it to you** with their signature affixed *across* the sealed flap of the envelope.
- E. When you receive a returned reference, do **not** open the envelope.

- 4. **Mailing Forms** When you have received all transcripts and references, place them unopened in a large envelope along with your completed Personnel Information Form and any other documentation required and mail to the Chairperson of your **Conference Committee on Mission Personnel** - or - to the address above.