**Open Door Mission Foundation**

**(A religious/faith-based Charity)**

**Employment Application Form,**

# *Instructions: Please complete all of the* Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *questions accurately and fully. Attach* Position Applied for

# *additional sheets if needed.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*If you are chosen for a paid position, you will be required to show documents verifying your employment eligibility and identity to complete the INS Form I-9 as required by the Immigration Reform and Control Act.*

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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| Street address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Driver License: State \_\_\_\_\_\_ Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_ | | | | | How long at current address: \_\_\_\_\_\_\_ | | |
| Phone: Home (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Work (\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Best Time to Contact You: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Religious Affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Social Security Number\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| **Please list all counties and states where you have lived in the past ten years**: | | | | | | | |
| Address | City | | | County | | State | Dates |
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| For what position are you applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What interests you about the position for which you are currently applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| What has prepared you for the position for which you are currently applying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

\*\* social security number provided solely for purpose of performing background check

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| **Employment history- Please complete for your current or most recent employer.** | | | | | |
| **Dates of employment**  **(Start with most recent)** | **Company name and address**  **(City, State Zip)** | **Immediate supervisor name and phone number** | **Position held** | **Reason for leaving position** | **Annual Compensation** |
| Started \_\_\_/\_\_\_/\_\_\_  Ended \_\_\_/\_\_\_/\_\_\_  Ending Compensation  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

**May we contact your supervisor now? \_\_\_\_ Yes \_\_\_\_ No**

**If not, when may we contact him or her?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete for your prior employers, covering the past ten years.**

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| --- | --- | --- | --- | --- | --- |
| **Dates of employment**  **(Start with most recent)** | **Company name and address**  **(City, State Zip)** | **Immediate supervisor name and phone number** | **Position held** | **Reason for leaving position** | **Annual Compensation** |
| Started \_\_\_/\_\_\_/\_\_\_  Ended \_\_\_/\_\_\_/\_\_\_  Ending Compensation  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |
| Started \_\_\_/\_\_\_/\_\_\_  Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |  |
| Started \_\_\_/\_\_\_/\_\_\_  Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |  |
| Started \_\_\_/\_\_\_/\_\_\_  Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |  |
| Started \_\_\_/\_\_\_/\_\_\_  Ended \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |  |

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| **Volunteer experience** | | | | |
| **Organization** | **Duties** | **Dates** | **Contact** | **Phone** |
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| **Educational History** | | | |
| **Name of School** | **Address**  **(City, State Zip)** | **Did you Graduate?** | **Name of Program, Degree or Certificate earned** |
| High School: |  |  |  |
| College: |  |  |  |
| Graduate: |  |  |  |
| Other: |  |  |  |

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| **References** – **List three references that are not related to you that we may contact in connection with your application for employment.** | | | | |
| **Reference Name** | **Address**  **(City, State, Zip)** | **Daytime Phone** | **How long have you known this person?** | **Relationship to**  **You** |
|  |  |  |  |  |
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**Have you ever been convicted of, or pled guilty to, or pled no contest to a crime other than a minor traffic violation?** **If so, what are the details?**  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Have you ever been accused of physically, sexually or emotionally abusing a child or an adult?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If yes, please explain**. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ACKNOWLEDGMENT, RELEASE AND SIGNATURE**

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or for my discharge if I have already been hired.

I understand that the Open Door Mission Foundation is a religious/faith-based public charity and that employment is restricted solely to members of a Christian faith. Although membership or affiliation with a particular denomination is not required for employment, it is expected that employees will be committed to the fundamental tenets of the Christian faith accepting that Jesus Christ is the one true son of God, that he was born of the Virgin Mary and that he suffered and died for our salvation; that he rose from the dead and ascended into heaven and that he will return to judge the living and the dead.

I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history (based upon the position for which applied), driving record, criminal conviction record, sexual offender registry or other qualifications for my employment. I also authorize the Open Door Mission Foundation to request and receive such information. I hereby release Open Door Mission Foundation, my former employers, and all othe persons from any and all claims, demands, or liabilities arising our of, or in any way related to, such disclosures.

If hired I agree to be bound by the Open Door Mission Foundation’s policies and procedures, including but not limited to its ***Employee Handbook,***  and such other policies as may be required by the Open Door Mission Foundation.

I acknowledge that, prior to or during my employment, Open Door Mission Foundation may require any legal testing and/or examination, including, but not limited to, medical, physical, drug and/or alchohol, psychological, and skill and aptitude.

I also understand that my employment, or any offer or acceptance of employment, may be terminated at any time, with or without cause, and with or without prior notice at the discretion of the Open Door Mission Foundation, or myself.

Nothing contained in this application or in any pre-employment communication is intended to or does create a contract between myself and the Open Door Mission Foundation for either employment, volunteering or any other benefit. This employment at will relationship will remain in effect throughout my employment with the Open Door Mission Foundation and may not be modified by any oral or implied agreement.

**I have read and understand the above provisions.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name