

# Muskegon Rescue Mission, Inc.

## Application for Employment

(Revised 4/2013)

Last Name	First Name	Middle	Home Phone
Address			Cell Phone
City	State	Zip	Work Phone
Email Address			

How long have you been a resident of this city? \_\_\_\_\_ State? \_\_\_\_\_

What position are you applying for? \_\_\_\_\_

Do you have a legal right to work in the U.S.?

(Proof of citizenship or immigration status will be required upon employment)

Yes    No

If under 18 years old, can you provide proof of your eligibility to work?    Yes    No

Are you currently employed?    Yes    No

May we contact your current employer?    Yes    No

Are you currently on layoff subject to recall?    Yes    No

Can you travel if a job requires it?    Yes    No

On what date are you available to work? \_\_\_\_\_ Hours available? \_\_\_\_\_

Are you available to work:      Full Time      Part Time      Shift Work      Temporary

If you have a minimum salary requirement, please state amount \_\_\_\_\_

Have you ever been convicted of a felony?    Yes    No    If **Yes**, please explain \_\_\_\_\_

Have you been convicted of a crime under a different name?    Yes    No    If **Yes**, please explain \_\_\_\_\_

Have you ever been employed by Muskegon Rescue Mission before?    Yes    No    If **Yes**, when? \_\_\_\_\_

List the names of relatives previously or currently employed by Muskegon Rescue Mission and relationship \_\_\_\_\_

Will any of the current employees of Muskegon Rescue Mission recommend you for this job?    Yes    No  
If yes, who and why? \_\_\_\_\_

If offered a position with Muskegon Rescue Mission, will you have a physical examination at our expense?    Yes    No

Are you willing to have a drug test?    Yes    No

Are you willing to participate in skills or personality testing?    Yes    No

Are you a member of a Reserve or National Guard component?    Yes    No

Why are you applying with Muskegon Rescue Mission? \_\_\_\_\_

What kind of work would you like to do? \_\_\_\_\_

Drivers License Number	
Drivers License State	
Birth Date (Optional)	
Male	Female
<input type="checkbox"/>	<input type="checkbox"/>
Spouse's Name (Optional)	

## Employment Experience

List past four employers (include military service) or voluntary assignments beginning with the most recent. Provide as much detail as possible. Include any name change or employer you do **not** wish for us to contact.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate / Salary		
Job Title	Supervisor			
Reason for Leaving				

## Unemployment Record

Account for all periods of unemployment of one month duration or more since you left school to the present time.

From	To	Explain What You Were Doing

## Education

Circle highest grade completed

Elementary  
1 2 3 4 5 6 7 8

High School  
9 10 11 12

College / University  
1 2 3 4 5 6 7 8

Beginning with High School, list schools attended, including technical schools and other special training.

Name and Location of School	Number of Years	Did you graduate?	Major/Minor

## References (That we may contact)

Name	Address	Relationship	Years Known	Phone Number

## General Information

Use the space below to describe your interest in helping the urban poor and the aptitudes that you feel qualify you for a position in our organization. If you need more space please continue on a separate sheet.

---

---

---

---

---

---

---

---

Are you presently attending a church? \_\_\_\_\_ How long? \_\_\_\_\_

Please give the **Name / Address / and Phone number** of the church (for use in obtaining a pastoral reference)

---

---

Please share a personal statement of your relationship with Jesus Christ (use additional page(s) if necessary):

---

---

---

---

---

---

---

---

## Pre-Employment Screening Authorization Form

I understand the information requested below is for the sole purpose of conducting a pre-employment search and should be completed only by a candidate who is being considered for a position with Muskegon Rescue Mission. In giving this consent, I understand that a consumer report, court records, criminal records, driving records, current and prior employment, personal references, education records, professional license records, social security records, or worker's compensation records may be requested and a search conducted to determine my suitability for employment. (Worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ACT) and/or other applicable state laws.) I further understand if employment is denied in whole or in part because of information obtained by my employer or prospective employer from a consumer reporting agency, I have the right to make a written request within a reasonable time to receive information about the scope and nature of the search. I understand all of the information below is requested for the sole purpose of gathering information accurately, and will not be used to discriminate against me in violation of the law. A facsimile or photographic copy of this authorization shall be as valid as the original. I also authorize all of my former employers (including personal and business references or self-employment) to provide any information they have regarding me, whether or not it is in their records, and hereby release all parties from all liability for furnishing information.

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

Maiden or Other Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ \_\_\_\_\_ Male \_\_\_\_\_ Female

To the best of my knowledge, the answers to all of the questions contained herein are true and correct, and I have not knowingly withheld any information which might in any way affect this application. I understand that any misstatements or omissions of material facts to this application will be cause for dismissal and that the extent to which a person satisfies the aforementioned requirements will be determined by the Board of Directors of the Corporation, or a designee, applying biblical standards. I also understand that this employment is for an indefinite period and may be terminated at-will by either the employee or the employer at any time without notice and without cause. I authorize investigation of all statements contained in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date