

APPLICATION FOR EMPLOYMENT

Position _____



Please Print or Type all
Information Requested Except
Signatures

Detroit Rescue Mission Ministries

PLEASE READ THIS FIRST:

You are making application to be considered to become involved in an evangelical Ministry with the goal of helping the whole person in the areas of physical, emotional, spiritual, behavioral and attitudinal change.

Accordingly, you should not only be sympathetic to our established principles, you must practice and be in accord with them. Pursuant to the Civil Rights Act of 1964, Executive Order 11246, and the Elliott-Larson Civil Rights Act, the religious beliefs of the individual will be taken into account in making employment decisions.

Furthermore, you should not consider that you are applying for a forty-hour job. Rather, you **are applying for an opportunity to minister to needy people**. This will often require extra time, as well as your daily genuine prayers and commitment.

Because of the nature of our work, this application asks many questions and opinions which we feel are important for us to know concerning just what and how you would communicate to a client. If you feel a question or statement is out of order, or you do not have an answer, please so indicate

RETURN THIS APPLICATION TO:

Detroit Rescue Mission Ministries
Human Resources Department (Confidential)
150 Stimson
Detroit, MI 48201

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, national origin, disability or other protected classification.

OUR STATEMENT OF FAITH

- A.* We believe the Bible to be the inerrant Word of God and the final authority in faith and life.
- B.* We believe that there is one God, eternally existent in three (3) persons, Father, Son and Holy Spirit.
- C.* We believe in the absolute deity and full humanity of our Lord Jesus Christ. We believe in His virgin birth, His sinless life, the authenticity of His miracles, His vicarious and atoning death, His bodily resurrection, and His present mediatory work in heaven.
- D.* We believe in the personality and deity of the Holy Spirit. We believe He gives life, He sanctifies, He empowers and comforts all believers.
- E.* We believe that man is saved through repentance and faith in the finished work of Christ. Justification is by faith alone.
- F.* We believe that the Church is the body of Christ composed of all true believers. The present work of the Church is to glorify God through worship, the perfecting of the saints, the proclamation of the Gospel, and ministering to the needs of our fellow man throughout the world.
- G.* We believe in the personal and bodily return of the Lord Jesus Christ to consummate our salvation and establish His glorious kingdom.
- H.* We believe that all of our employees should demonstrate job related conduct consistent with the gospel of Jesus Christ as a form of ministerial conduct.

Do you fully subscribe to the Statement of Faith above? Yes No

Explain any reservations you may have.

Please answer the below list of questions: (Use separate sheet if necessary.)

When and under what circumstances did you become a Christian?

How would you describe your Christian Faith Journey?

Beginner Intermediate Advanced

What does it mean to you to have Christ as Lord of your life?

Do you understand that Detroit Rescue Mission Ministries (DRMM) is an evangelical Christian nonprofit sharing the love of Jesus Christ in the Communities we serve and that in all our positions, you will serve as a minister of Jesus Christ in performing all job assignments? Yes No

Summarize the area(s) God is using you in Christian services.

Do you accept that working here at DRMM would require you to sometimes lead individual and group Christian prayer, bible study, edification and testimony sharing as well as serve on the monthly rotational Spiritual Life Committee at your DRMM site? Yes No

What Church do you attend and what is your involvement, what is your Pastor's name?

Please describe a situation where your Christian faith has helped you make a positive impact on others.

What are your feelings towards those who find themselves needing the services that DRMM provides and how could your talents or background assist them?

INSTRUCTIONS: Each question should be fully and accurately answered. A separate application must be submitted for each position for which you are applying.

Applicants May Be Tested for Illegal Drugs

SOCIAL SECURITY NO. XXX-XX-_____		DATE _____
NAME _____		
<i>(As it appears on Social Security Card)</i> Last First Middle Maiden		
ADDRESS _____		
Number Street City State Zip Code		
TELEPHONE () _____		Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you authorized to work in the U.S. on an unrestricted basis?		<input type="checkbox"/> Yes <input type="checkbox"/> No
DRIVER'S LICENSE NO. _____ - _____ - _____ - _____		How did you learn of this opening? _____
<p>Are you willing to work overtime, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How many hours can you work per week? _____</p>	<p>Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Can you perform these essential functions with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what accommodations? _____</p> <p>Are there any hours, shifts or days you cannot or will not work? Please indicate _____</p>		
<p>Have you had any accidents in the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Violations within last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, when? _____</p> <p>Which Ministry building and department? _____</p>	<p>HAVE YOU EVER BEEN CONVICTED OF A FELONY? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____</p> <p>Are there any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain charges: _____ _____ _____</p>	

EDUCATION	NAME	LOCATION (Mailing Address)	MAJOR	DIPLOMA/DEGREE/ GED
High School				
College/University/ Trade School				
College/University/ Trade School				

EMPLOYMENT HISTORY (List most recent employer first, include all positions with each employer. Attach additional sheets if necessary)			
Name of Employer _____	Name of Last Supervisor	Employment Dates	Pay or Salary
Address _____		From	Start
City, State, Zip _____	Your last job title		
Phone Number _____		To	Final
Briefly describe work duties:			
Reason for leaving; be specific, (May we contact this employer?) <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Address _____		From	Start
City, State, Zip Code _____		To	Final
Phone Number _____	Your last job title		
Briefly describe work duties:			
Reason for leaving; be specific, (May we contact this employer?) <input type="checkbox"/> Yes <input type="checkbox"/> No			

In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with our organization? Indicate additional experience, other than previously listed. Include any voluntary work.

OTHER EXPERIENCE, SKILLS OR QUALIFICATIONS	VOLUNTARY WORK EXPERIENCE
	Name _____ Address _____ City, State, Zip Code _____ Describe work: _____ _____

SPECIAL SKILLS			YEARS EXPERIENCE	TYPE OF WORK		
Typing	<input type="checkbox"/> Yes			Word Processing	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	_____WPM			<input type="checkbox"/> No	_____WPM
Personal Computer	<input type="checkbox"/> Yes			Dictaphone	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No				<input type="checkbox"/> No	
Other Skills: _____						

MILITARY EXPERIENCE		
Have you ever been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specialty _____ Date Entered _____ Discharge Date _____		

REFERENCES (PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS)	
Name	Name
Position	Position
Company	Company
Address	Address
Telephone	Telephone

To All Applicants:

The information requested is needed to comply with state and federal laws and regulations. The information will be used for statistical purposes only and will not be used as part of the hiring process. Submission of this information is strictly voluntary and refusal to provide it will not subject you to any adverse treatment.

Ethnicity

- American Indian or Alaskan Native
- Asian or Pacific Asian
- Black/African American
- Arabic
- White/Caucasian
- Hispanic
- Other _____

This Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizen ship, age or disability. Opportunity for employment with this Employer depends solely on your qualifications. We reserve the right to select based upon religious preferences.

APPLICANT’S CERTIFICATION AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations on the application or otherwise made during the employment process will prevent a job offer or, if an offer is made and a false statement or omission is subsequently discovered even after employment it, may result in my termination. I understand that this application and the personnel policies do not constitute employment. I understand that to be employed, I must be lawfully authorized to work in the United States and I must show the employer documents that will verify this. I understand that if employed by DRMM that while employed I will not compete against DRMM or disparage its personnel, clients or ministry. I understand that if I am hired on a salary basis or in a supervisory capacity, I will not compete against DRMM for a period of 1 year within 25 miles of its headquarters if separated from service, nor will I disparage its personnel, clients or ministry.

I, the undersigned applicant for employment hereby authorizes Detroit Rescue Mission Ministries, its agents, employees and representatives to obtain information concerning my employment, medical history, educational record, law enforcement record, and any other background information about me. I understand that any offer received is subject to my successfully completing all facets of the employer’s pre-employment screening process.

I hereby understand that Detroit Rescue Mission Ministries has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment and hereby authorize Detroit Rescue Mission Ministries to perform medical examinations and/or drug screening. During the post-offer process, I authorize Detroit Rescue Mission Ministries to check employment references.

I further understand that my employment with Detroit Rescue Mission Ministries shall be probationary for ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Detroit Rescue Mission Ministries is terminable at will for any reason by either party.

I have read the application and completed it accurately, agree with the statements made herein and the Statement of Faith and provide authorization for the above referenced information to be obtained by Detroit Rescue Mission Ministries. The employment application will be held on file for 120 days

Signature of Applicant _____ **Date** _____