

# Application for Employment

The Hope Center is a 501(c)(3) non-profit religious organization.

All applicants for employment are required to complete and submit this Employment Application.

## Applicant Information

LEGAL NAME

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

HAVE YOU EVER WORKED UNDER ANOTHER NAME?  YES  NO

IF YES, UNDER WHAT NAME(S): \_\_\_\_\_

COMPLETE HOME ADDRESS include PO Box, Apt. #, etc.

Street \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS OR OTHER PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## Position Applying For

JOB TITLE/TYPE OF WORK \_\_\_\_\_ DESIRED SALARY \_\_\_\_\_ AVAILABLE START DATE \_\_\_\_\_

If necessary, are you available to work any of the following?

Overtime    Holidays    Workschedule other than M-F

YES     YES     YES

NO     NO     NO

HOW DID YOU LEARN ABOUT THIS OPENING? \_\_\_\_\_

DESIRED EMPLOYMENT:  Full-Time     Part-Time     Temporary

HAVE YOU WORKED FOR OR APPLIED FOR A POSITION AT THE HOPE CENTER BEFORE?  YES  NO

If yes, what position(s)? \_\_\_\_\_

DO YOU HAVE ANY RELATIVES WORKING HERE?  YES  NO If yes, who? \_\_\_\_\_

IF HIRED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.?  YES  NO

ARE YOU OVER 18 YEARS OF AGE?  YES  NO IF UNDER 18, DO YOU HAVE A WORK PERMIT?  YES  NO

## Education - Begin with most recent college/university/technical school

NAME OF EDUCATIONAL INSTITUTION/LOCATION	MAJOR	NO. OF YEARS	GRADUATE	DIPLOMA/DEGREE
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
ANY PROFESSIONAL DESIGNATIONS, TRAINING, PATENTS, PUBLICATIONS, COMPUTER SKILLS RELATED TO THE JOB SOUGHT:				

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## Security

A satisfactory criminal background check and drug test is a condition of employment in keeping with and to the extent allowed by applicable law, as well as execution of an agreement to the Employee and /or Volunteer Agreement Certification.

COMPLETE ALL JOB HISTORY REGARDLESS OF RESUME

## Employment History - List current/most recent position first (attach additional sheets if necessary).

NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From _____ To _____
TYPE OF BUSINESS	POSITION/TITLE	SALARY Starting _____ Final _____
MANAGER'S NAME	MANAGER'S TITLE	PHONE/EMAIL
REASON FOR LEAVING:		
NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From _____ To _____
TYPE OF BUSINESS	POSITION/TITLE	SALARY Starting _____ Final _____
MANAGER'S NAME	MANAGER'S TITLE	PHONE/EMAIL
REASON FOR LEAVING:		
NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From _____ To _____
TYPE OF BUSINESS	POSITION/TITLE	SALARY Starting _____ Final _____
MANAGER'S NAME	MANAGER'S TITLE	PHONE/EMAIL
REASON FOR LEAVING:		

References: List three people (other than relatives) who are in a position to evaluate your previous employment performance, preferably former supervisors or people with whom you have worked. One personal reference may be listed as one of the three people.

NAME	TITLE	COMPANY	PHONE
NAME	TITLE	COMPANY	PHONE
NAME	TITLE	COMPANY	PHONE

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## ADDITIONAL ITEMS

Additional items that may be requested as a precondition to employment or volunteering with The Hope Center are:

1. Information on formal or informal spiritual training
2. Endorsement from a Religious Leader
3. Academic transcripts
4. Letters of Recommendation
5. Personal faith statement describing relationship with Jesus Christ
6. Written answers to ministry related questions
7. Passing oral examination by staff superiors
8. Membership in a church
9. Requirement to have formal spiritual training

## STAFF AND VOLUNTEER CALLING AND CONDITIONS:

All of our staff and volunteers are called to convey The Hope Center's religious message and vision, and carry out The Hope Center's mission therefrom. All employees and the entire organization draw much of our emotional enrichment from close relationships with others. Therefore, all volunteers, staff members and leadership play a critical role in the culture and traditions of The Hope Center by cultivating and transmitting shared ideals and beliefs. In this manner, they foster a religious environment that propagates The Hope Center beliefs by joining in a common Christian religious endeavor.

We represent Christ in our witness to Believers and non-Believers alike, thus our insistence upon a common Statement of Faith and beliefs. Thus The Hope Center places its faith in the hands of its leading ministerial employees, administrators, officers, employees, and volunteers. For this reason The Hope Center exercises complete control over the selection of those who will personify its beliefs. Thus, The Hope Center effectively shapes its own faith and mission through these said appointments.

A condition of employment or volunteering at The Hope Center is the knowledge of and respect for the Christian faith, and a commitment to abide by the tenants of the Christian Church, to exhibit a commitment to the ideals of Christian living, and to be supportive of the Christian faith.

Clearly, counter witnessing employees immediately forfeit their privilege at The Hope Center and may be terminated for cause upon such occurrence.

Therefore, employment and volunteer selections and retention necessitate the exclusive employment or association with other Christians who demonstrate a commitment to Christian living, are endowed with and espouse a Christian philosophy of life and belief in the Christian church and her teachings in accordance with The Hope Center stated policies, beliefs, as communicated in organization documents, including but not limited to the Statement of Faith and Purpose – Mission and Vision Statements. OUR EMPLOYEES AND VOLUNTEERS POSSESS THE OBLIGATION TO BE A VISIBLE WITNESS TO THE ORGANIZATION'S PHILOSOPHY AND PRINCIPLES. The Hope Center remains committed to living out its faith through its work, because we demonstrate our faith through life, deed, word, and sign; our Christian witness is integrated into and communicated through all we do, thus, our employment is a calling, not just work.

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Applicant Initials

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## CERTIFICATION AND RELEASE

Please read the below carefully, initial next to each paragraph, and sign and date in the space provided at the bottom of this page.

\_\_\_\_\_ I authorize the Company to verify, in any manner, all statements made by me. The Company may, for example, interview former employers, co-workers, schools, references, or others and request information and supporting documentation such as transcripts and evaluations.

\_\_\_\_\_ I authorize any and all former employers, references, or educational institutions to release all information relevant to my employment or education to the Company, without giving me prior notice.

\_\_\_\_\_ I release from any liability or responsibility all persons, companies and corporations supplying any information in verifying my statements above, as well as the Company in connection with its obtaining such information for use in verifying my statements above.

\_\_\_\_\_ I shall preserve in strictest confidence all information regarding the business or customers of the Company that may be disclosed to me or come to my attention in the process of applying for a position with the Company.

\_\_\_\_\_ If employed by the Company, I agree to comply with the Company's policies and procedures, safety rules, and cooperate in any reasonable security investigation. I understand that I am not employed by or entitled to employment by the Company unless and until I have received and accepted a written offer of employment from a Company representative. I also understand that no other act of the Company, including the acceptance of my application for employment, the scheduling of interviews with me, or any oral or written statements of interest or encouragement, creates an employment relationship with me, and I will not rely on any such act of the Company. I understand that if I am employed by the Company, such employment is "at-will," which means that my employment and related compensation may be terminated at any time, with or without cause, and with or without advance notice by me or by the Company.

\_\_\_\_\_ I understand that any misrepresentation or omission of fact on this application, my resume, any supplementary materials submitted by me, and interview responses, may be cause for a refusal to hire me or the termination of employment at any time during the period of my employment. Specifically, I understand and consent to the STAFF AND VOLUNTEER CALLING AND CONDITIONS.

\_\_\_\_\_ **I HAVE READ AND I AM IN GENERAL AGREEMENT WITH ATTACHED THE HOPE CENTER STATEMENT OF FAITH. I UNDERSTAND THAT A DISQUALIFIER FOR EMPLOYMENT SELECTION INCLUDES BUT IS NOT LIMITED TO CONDUCT OR VIEWS THAT OFFEND THE PRECEPTS OF THE FAITH, AND THAT THE HOPE CENTER EXPRESSLY RESERVES THE RIGHT TO REJECT APPLICANTS WHOSE OPINIONS CONFLICT WITH THE HOPE CENTER'S DECLARED MISSION AND BELIEFS, AS THE HOPE CENTER MAINTAINS ITS AUTONOMY TO CHOOSE THE CONTENT OF ITS OWN MESSAGE.**

\_\_\_\_\_ **I HAVE REVIEWED THIS APPLICATION PERSONALLY, AND I AGREE THAT ALL STATEMENTS I HAVE MADE ON THIS APPLICATION, IN MY RESUME, AND OTHER SUPPLEMENTARY MATERIALS SUBMITTED BY ME ARE TRUE AND CORRECT. I HAVE NOT KNOWINGLY WITHHELD ANY INFORMATION THAT MIGHT ADVERSELY AFFECT MY CHANCE FOR EMPLOYMENT.**

\_\_\_\_\_ **I HAVE BEEN PROVIDED A COPY OF THE HOPE CENTER STATEMENT OF FAITH LOCATED AT <http://www.thehopecenter.org/statement-of-faith/>**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_