



**Kokomo Rescue Mission
Application for Employment**

Last Name	First Name	Middle Name	Home Phone
Address	Street		Work Phone
City	State	Zip	Other Phone
What position are you applying for?			Email address
Do you have a legal right to work in the U.S.? <i>Proof of citizenship or immigration status required upon employment</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
May we contact your current employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you travel if a job requires it?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
On what date are you available to start work?		What days are you available?	
Are you available to work: ___ Fulltime ___ Part Time ___ Shift Work ___ Temporary			
If you have a minimum salary requirement, please state amount: \$			
Have you been convicted of a criminal offense under a different name? ___ Yes ___ No If yes, please explain:			
Have you been convicted of a criminal offense within the last 7 years: ___ Yes ___ No If yes, please explain:			
Have you ever been employed by the mission before? ___ Yes ___ No			
List the names of relatives previously or currently employed by Kokomo Rescue Mission:			
Will any of the current employees of Kokomo Rescue Mission recommend you for this job?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If offered employment, are you willing to submit to drug testing?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If offered employment, are you willing to submit to a comprehensive background investigation/screening as part of the hiring process?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Why are you applying with Kokomo Rescue Mission?			

Employment Experience

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

Employer	Dates Employed		Work Performed:
	From	To	
Address			
Telephone Number(s)	Pay Rate		
	Starting	Ending	
Job Title			
Reason for Leaving:			
Supervisor: May we contact ___Yes ___No			
Employer	Dates Employed		Work Performed:
	From	To	
Address			
Telephone Number(s)	Pay Rate		
	Starting	Ending	
Job Title			
Reason for Leaving:			
Supervisor: May we contact ___Yes ___No			
Employer	Dates Employed		Work Performed:
	From	To	
Address			
Telephone Number(s)	Pay Rate		
	Starting	Ending	
Job Title			
Reason for Leaving:			
Supervisor: May we contact ___Yes ___No			
Employer	Dates Employed		Work Performed:
	From	To	
Address			
Telephone Number(s)	Pay Rate		
	Starting	Ending	
Job Title			
Reason for Leaving:			
Supervisor: May we contact ___Yes ___No			

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	High School	College/University
	1 2 3 4 5 6	7 8 9 10 11 12	1 2 3 4 5 6 7 8

List Schools attended beginning with High School, including technical schools and other special training

Name and Location of School	Number of Years Attended	Did you Graduate	Major/Minor
		___ Yes ___ No	
		___ Yes ___ No	
		___ Yes ___ No	
		___ Yes ___ No	

References

Name	Address	Business	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 of paper.

Are you presently attending a church? ___ Yes ___ No

For how long?

Church Name: _____

Church Address: _____

Church Phone Number: _____

What is your Pastor's name? _____

As a Christian organization, we believe that all employees are an important part of the ministry. Please share a personal statement of your relationship with Jesus Christ (use additional page(s) if necessary):

Kokomo Rescue Mission: Principles of Influence/Qualifications for Employment

We desire our ministry team to lead a careful, exemplary Christian lifestyle that is “above reproach” so that:

1. Unbelievers will see, hear and respond positively to our leadership as we direct them toward the grace of Jesus Christ, and
2. Believers will be encouraged, strengthened and desirous of emulating the godly character qualities they see in us.

Employees at Kokomo Rescue Mission should:

1. Be a born again believer in Jesus Christ claiming Him as their Lord and Savior as expressed by personal testimony and Christian conduct.
2. Be a member in good standing of a recognized, evangelical church.
3. Believe and adhere to Kokomo Rescue Mission’s Doctrinal Statement (attached).
4. Agree to adhere to the policies outlined in the Employee Manual.
5. Have genuine concern for the salvation of souls and the spiritual welfare of our Rescue Mission clients.
6. Be known for a dedicated Christian life according to the standards in God’s Word as prescribed in traditions of the Christian faith and written in Holy Scripture.
7. Have the ability to work in harmony with other Kokomo Rescue Mission staff members, be committed to unity, teamwork and biblical respect for the Mission’s leadership (Phil 2: 1-4; Heb 13:7, 17).

Doctrinal Statement

1. We hold the Bible to be God's Holy Word in its entirety and inspired in every part by the Holy Spirit (2 Timothy 3:16 2 Peter 1:21).
2. We hold that man was created in the image of God, holy and innocent; that of his own choice, he sinned, and, as a result, brought death upon all humanity (Romans 3:23; 5:12; 6:23). Those who are not saved from sin are eternally separated from God (John 3:18).
3. We hold that Jesus Christ is God, born of a virgin, that He gave His life on the cross where He, Who knew no sin, was made sin for us; that He was buried and arose again from the dead, afterward He ascended into Heaven, from whence He will come again (John 5:39; 2 Corinthians 5:21; 1 Corinthians 15:4; Acts 2:9-11).
4. We hold that we are saved by grace through faith, apart from works, that the sinner who repents and personally accepts the finished work of Christ on the cross becomes a child of God, is made a new creature, and is indwelt by the Holy Spirit (Ephesians 2:8,9; John 1:12; 2 Corinthians 5:17; John 14:17).
5. We hold that Jesus Christ is coming again for His church, to establish His kingdom on earth, to judge the wicked and the lost, cast death and hell into the Lake of Fire, and dwell with the saints forever and ever (John 14:3; Titus 1:13; 1 Thessalonians 5:16,17; Revelation 20:6; 20:14,15; 22:1-5).
6. We hold that through preaching, teaching and ministering, the KOKOMO RESCUE MISSION must use all of its resources and activities to bring men, women and children under the power of the Gospel, that they may have victory over sin, come into fellowship with God and live a Spirit-filled, fruitful life in Christ. (Romans 1:16).
7. We believe there is one God, eternally existing as three persons: Father, Son and Holy Spirit. (Matthew 28:19; I Peter 1:2).

Please read and initial the following statements. Please ask for assistance if you have a question regarding the following statements.

- ___ 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 that might in any way affect this application. I understand that any misstatements or omissions of material facts to this application will be cause of dismissal and the extent to which a person satisfies the aforementioned requirements will be determined by the Board of Directors, or a designee.

- ___ I authorize investigation of all statements contained in this application except as noted. I authorize the references listed in this Application for Employment and any other prior employer, educational institution, or any other persons or organizations to give the Kokomo Rescue Mission any and all information concerning my previous employment/educational accomplishments, or any other pertinent information they may have. I understand that such information may contain my social security number. I release all parties from all liability for any damage that may result from furnishing that information to the Kokomo Rescue Mission. I addition, I hereby waive written notice that employment information is being provided by any person or organization.

- ___ I understand that employment with Kokomo Rescue Mission 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 understand that because Kokomo Rescue Mission is a Christian organization whose purpose is to share the gospel of Jesus Christ; employment with Kokomo Rescue Mission is subject to acceptance, agreement, and subscription to the Qualification of employment & Doctrinal statement. I sign and date as an affirmation of understanding and agreement of the above principles and statements.

Signature _____

Date: _____

Kokomo Rescue Mission is a 501(c)3, charitable, non-profit, Christian organization. As such, Kokomo Rescue Mission exercises our legal rights as it relates to discrimination because of religious beliefs under BFOQ. It is the policy of Kokomo Rescue Mission to grant equal opportunity for employment to all qualified individuals without regard to race, color, sex, age, national origin, political affiliation, non-job related handicap or disability or any other applicable protected status.