

Date _____

Position Applying For _____

**HUNTINGTON CITY MISSION
APPLICATION FOR EMPLOYMENT**

NAME _____ SOCIAL SEC # _____

 Last First Middle

ADDRESS _____ PHONE _____

 Street City St Zip

PLEASE CIRCLE YES/NO:

If under 18, can you provide a work permit? YES NO

Have you ever applied for employment with us before? YES NO

Will you work overtime if asked? YES NO

Is your permanent address the same as your present address? YES NO

If not, what is you permanent address? _____

Do you have a current drivers license? State _____ # _____ YES NO

Are you a US citizen? YES NO

If not, can you work legally in US? Alien # _____ YES NO

Have you ever been bonded? YES NO

Have you served in the armed forces? Branch _____ YES NO

I understand that by answering the following questions honestly, the statements made will be kept in confidence and will not constitute an automatic bar to employment.

Have you ever been under investigation by police, child services, employer, etc. for any misconduct relating to children? If yes, please explain. _____

Are you currently serving a suspended sentence, on parole or have any other special court status? If yes, please explain. _____

Have you ever been convicted of a felony? If yes, please explain _____

EDUCATION:

 School City, State Grade Completed Degree

High School _____

College _____

College _____

Business/Vocational _____

PERTINENT SKILLS OR QUALIFICATIONS: (Please include computer program skills.)

WORK HISTORY: (Please begin with your most recent employer.)

Employer _____ From _____ To _____
Address _____ Phone _____
Supervisor _____ Salary _____
Duties _____

Employer _____ From _____ To _____
Address _____ Phone _____
Supervisor _____ Salary _____
Duties _____

Employer _____ From _____ To _____
Address _____ Phone _____
Supervisor _____ Salary _____
Duties _____

Employer _____ From _____ To _____
Address _____ Phone _____
Supervisor _____ Salary _____
Duties _____

Employer _____ From _____ To _____
Address _____ Phone _____
Supervisor _____ Salary _____
Duties _____

May we contact your present employer? YES NO Previous Employer? YES NO
If no, please specify which ones and explain _____

Have you served a church or held a position in a church in any capacity? YES NO
If yes, please explain _____

PROFESSIONAL & CHARACTER REFERENCES: (Please do not include relatives.)

NAME _____ TITLE _____

ADDRESS _____ PHONE _____

NAME _____ TITLE _____

ADDRESS _____ PHONE _____

NAME _____ TITLE _____

ADDRESS _____ PHONE _____

I understand that any offer of employment will be contingent upon a background check, should it be deemed necessary for the position for which I am applying. I also understand that if hired, I will be required to produce documentation verifying a US citizenship or work permit within 3 days of hire.

I hereby give Huntington City Mission (HCM) permission to make a thorough background check of my past employment, education & activities. I release from liability all persons, companies, corporations, governmental entities or academic institutions supplying such information. I also release HCM and its authorized representatives from any liability arising from making such investigation. I understand that falsified statements or misrepresentations shall be considered sufficient cause for denial of employment or discharge.

If employed, I will follow the policies and doctrine of HCM and understand that my employment and compensation can be terminated with or without cause, or with or without notice, at any time, at my option or at the option of HCM.

Additionally, I understand that nothing contained in this application or in granting of an interview is intended to create an employment contract between HCM and myself. If an employment relationship is established, I acknowledge that no consideration has been furnished to HCM for any employment other than my services.

I further acknowledge that all statements made on this application are true and I hold myself responsible for their content.

APPLICANT'S SIGNATURE _____ DATE _____

Thank you for completing this form and for your interest in HCM. Please mail/hand-carry to the address below:

HUNTINGTON CITY MISSION
624 TENTH STREET
HUNTINGTON, WV 25701

You also can fax the application to us at 304-523-0342 or use our email address at
hcm@wvdsi.net

FAITH AND DOCTRINAL STATEMENTS:

Huntington City Mission (HCM) is a non-profit, primarily religious organization that is non-denominational, but is firmly based on Christian teachings and principles. Accordingly, employees who have a bonafide occupational qualification in their job description requiring them to abide and honor such principles shall conform to the following statements:

Mission Statement

The Huntington City Mission is a non-profit, non-denominational Christian organization established to meet the physical, emotional, social and spiritual needs of all individuals in its care. To that end, every guest will be given the opportunity to hear and respond to the Gospel, to grow in their relationship with God, and to achieve personal goals through an individualized plan designed to aid them in achieving self-sufficiency.

Doctrinal Statement

1. *We believe the Bible to be the inspired, infallible, ultimately authoritative Word of God.*
2. *We believe there is one God, eternally existing as Father, Son and Holy Spirit.*
3. *We believe that the Lord Jesus Christ is deity, that He was born of a virgin, that we are redeemed by His atoning death through His shed blood, that He bodily resurrected and ascended into Heaven, and that He will come again in power and great glory.*
4. *We believe that men are saved through a direct, personal encounter with the risen Lord, at which time they are regenerated by the Holy Spirit. This event we hold to be an experience, rather than a doctrinal supposition.*
5. *We believe in the present ministry of the Holy Spirit, by whom Christ indwells each believer enabling him to live a godly life of obedience as he reaches maturity.*
6. *We believe the Holy Spirit unites all true believers in the Lord Jesus Christ and that together they form one body, the church.*

I understand the policy of HCM is to select and promote without regard to race, color, sex, national origin, disability or other unlawful classification. Being a properly chartered non-profit, religious organization, HCM does reserve its right under 42USCA S 2000E-1(e) to provide equal employment and advancement opportunities to all individuals. Employment decisions at HCM are based on merit, qualifications and abilities.

APPLICANT’S SIGNATURE _____ DATE _____

Please take a moment to state your personal testimony: _____

