



426 South McDuff Avenue, Jacksonville, Florida 32254

EMPLOYMENT APPLICATION

Dear Applicant,

Since you have expressed a desire to partner with us in a career opportunity, we would like to share the purpose and work of the City Rescue Mission, Inc. The City Rescue Mission (CRM) is a Christian Recovery Ministry serving the homeless and the needy through the love and compassion of Jesus Christ. We are a privately funded, not-for-profit 401(c) 3 organization that has provided help to less fortunate men, women and families since 1946. At the center of our efforts, we believe Jesus Christ is the only person who can change a person from within – who gives meaning, purpose and direction in life.

Because the number of applications we receive is greater than the number of available employment opportunities, your application will be kept active for 90 days. Each application is carefully evaluated. All portions of the application must be filled out properly in order to qualify for consideration. Expect a contact call if you qualify for the position for which you've applied.

CRM is an equal opportunity employer and abides by all federal and state laws and subsequent laws, which have amended it. We consider qualified applicants for specific positions without discrimination because of race, color, age, sex, national origin, handicap, disability, or marital status. We also comply with the Americans with Disabilities Act. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job medical history questionnaire and/or undergo a medical examination. We conduct criminal background checks and require that all candidates take a drug test.

All CRM buildings and properties are smoke free. Our LifeBuilders Recovery Program regards the use of tobacco products by our students as a relapse; therefore, to honor our students and respect the integrity of the Program, we hire only non-smokers.

Please print all requested information throughout this application starting below. Your interview begins with this document. Thank you for considering CRM as a place to use the skills, knowledge and abilities God has entrusted to you.

In the Spirit of Excellence,

Human Resources

First Name

Last Name

Position Applied For

Date

APPLICATION FOR EMPLOYMENT

Date: _____ Email: _____ Social Security Number: _____

Name: _____
Last First Middle Initial

Present Address: _____
Street Address City State Zip

Permanent Address: _____
Street Address City State Zip

Phone No.: _____ Referred by: _____

If related to anyone who works for the Mission,
 State Name, Department and Location: _____

In Case of Emergency, Please Notify: _____
Name Address and Telephone Number

EMPLOYMENT DESIRED

Position: _____ Date You Can Start: _____ Salary Desired: _____

Are you employed now? Yes No May we inquire of your present employer? Yes No

Have you ever applied to the Mission before? Yes No Where? _____ When? _____

Are there any days, shifts or hours you will not work? _____

If yes, please explain: _____

EDUCATION

	Name & Location	Degree/Certificate	Subjects Studied	Grade Average
Grammar School:				
High School:				
College:				
Trade, Business or Correspondence School:				
Other (including graduate school):				

Have you ever been convicted of, or pled guilty, no contest or *nolo contendere* to a crime? Yes No
 If yes, give details (date, place, offense(s), disposition, etc.): _____

Have you ever been charged with a crime and either been placed on a court-ordered probation, had adjudication withheld, entered a pre-trial intervention program or have any criminal charges now pending: Yes No
 If yes, give details (date, place, offense(s), disposition, etc.): _____

Have you ever been a defendant in a civil action for intentional tort(s) (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment): Yes No
 If yes, give details (date, place, disposition, etc.): _____

PREVIOUS EMPLOYMENT: list below sequentially all of your employers in the last ten (10) years beginning with your current or most recent employer (use additional pages, if necessary).

Date: Month & Year	Name, Address, Telephone	Position and Job Duties	Salary	Reason for Leaving
From: To:				

Did you work for any of these employers under a different name: Yes No
 If yes, which employer(s) and under what name(s)? _____

Please explain any gaps in your employment history: _____

Have you received any written reprimands or disciplinary suspension during any employment? Yes No
If yes, please explain: _____

Have you ever been discharged or asked to resign? Yes No
If yes, please explain (include by whom, when and for what): _____

DRIVING RECORD

Do you have a valid driver's license? Yes No What class of license do you possess? _____

Driver's License Number: _____

Have you had your license or driving privileges revoked, suspended or placed on probation? Yes No
If yes, please explain (include when, where and what action was taken): _____

How many speeding or other moving violations have you received in the last three (3) years? _____

List below all traffic violations (except parking) on your record for the last five (5) years and all motor vehicle accidents in which you were involved (use additional pages if necessary).

Date	Location	Description	Result

REFERENCES: Give the names of three persons not related to you, whom you have **worked with for at least one year** and the name of one personal reference that has known you for at least one year.

Name	Address & Telephone	Business	Years Acquainted

EMPLOYMENT APPLICATION CERTIFICATION

I hereby certify that all of the facts and information listed on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

I hereby authorize the City Rescue Mission or an independent contractor to investigate all statements contained in this application and to interview the references and previous employers listed in this application. I authorize the references and previous employers listed to give the CRM all facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to CRM, including but not limited to, any liability for defamation or invasion of privacy.

If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or CRM medical examination or inquiry, including a drug screen test. If then employed, I understand that I will be required to serve a ninety (90) day probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the Mission or myself. I understand that no supervisor or other representative of the Mission other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I further understand and voluntarily agree as a condition of employment or my continued employment, that I may be requested by CRM to submit to a urinalysis or other drug screen test and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

I certify that I have read, understand and agree with the above.

Signature of Applicant

Date

The City Rescue Mission

Statement of Faith

- We believe the Holy Bible to be the inerrant, inspired, infallible, ultimately, authoritative Word of God. We believe that it is uniquely, verbally and fully inspired by the Holy Spirit and that it is the supreme and final authority in all matters on which it speaks.
- We believe there is one God, eternally existing in three persons as Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of God the Father, and in His personal return in power and glory.
- We believe that men and women are saved by grace through faith. The salvation of man is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. God imputes His righteousness to those who put their faith in Christ alone for their salvation, and thereby justifies them in His sight through a direct, personal relationship 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.
- We believe in the present ministry of the Holy Spirit, by whom Christ indwells each believer enabling him or her to live a godly life of obedience as they reach for maturity.
- We believe in the spiritual unity of believers in the Lord Jesus Christ.

Employee Signature

Date

BACKGROUND INVESTIGATION AUTHORIZATION

I hereby authorize **City Rescue Mission** or its agents, **McKenzieHR, LLC** and/or **ClearStar**, (the company responsible for conducting the background screening) to investigate my background and conduct a pre-employment drug test to determine any and all information of concern to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages resulting from his/her furnishing said information.

Additionally, I hereby authorize any investigation of my personal history, including, but not limited to a credit history, driving history, educational background, military record, criminal records, licensing and certifications. I also authorize previous employers, and any references provided by me or ascertained by investigation, to release information about my performance, integrity, general character, and any other job specific information requested. I authorize the release of this information by the appropriate agencies to the investigating service. I understand this may include a workers compensation claims search after a conditional job offer has been made. I also understand I may be required to take a drug test before or during employment.

This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be requested.

PLEASE PRINT CLEARLY

Full Name: _____ SSN: _____ - _____ - _____

Other Names or SSN Used: _____ Telephone () _____

Email Address: _____ @ _____ DOB: ____/____/____

Current Street Address: _____ Apt.: _____

City: _____ State: _____ Zip: _____

Driver's License#: _____ State: _____ Male ___ ; Female ___

LIST ALL ADDRESSES FOR PAST 7 YEARS: (check here if more on reverse or resume attached)

_____	_____	_____	_____	DATES: _____ - _____
Street Address	City	State	Zip	from to
_____	_____	_____	_____	DATES: _____ - _____
Street Address	City	State	Zip	from to
_____	_____	_____	_____	DATES: _____ - _____
Street Address	City	State	Zip	from to

HAVE YOU EVER BEEN CONVICTED OF A CRIME? * YES NO

*This includes but is not limited to pleas of guilty, nolo contendere, no contest, adjudication withheld, and pre-trial intervention programs. If YES show details including date, charge, county, disposition on reverse.

Signature: _____ DATE: ____/____/____

Please check box to verify that you have read the notice on the next page

If you are a resident of California, Minnesota, New York, Oklahoma or Washington, you may request a copy of any "consumer report" obtained by us by indicating below:

YES – please provide report copy in accordance with applicable law- (please initial) _____

A Summary of The Applicant's Rights under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. City Rescue Mission (CRM) certifies that it will use the information supplied to us in an applicant's consumer reports for employment purposes only. "Employment purposes" includes evaluating an applicant for employment, promotion, reassignment, or retention as an employee. We will not give this information to any other person or entity in accordance with the Fair Credit Reporting Act, as amended.

City Rescue Mission has complied with the Act by disclosing to the applicant that it may procure a consumer report, or cause a consumer report to be procured, for employment purposes. The company has also obtained the applicant's consent to procure such a report. Before taking any adverse action based in whole or in part on the report, CRM shall provide the applicant to whom the report relates: an adverse action letter, a copy of the report and a description in writing of the rights of the consumer under this title, as prescribed by the Act.

- Applicants may, upon providing proper identification, request a free copy of a report.
- Applicants have 60 days from the date they receive an adverse action letter to request a copy of the report.
- Applicants also have the right to dispute with ClearStar or the reporting agency the accuracy or completeness of any information in a report.

Finally, City Rescue Mission certifies that information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.

Please sign where indicated below as confirmation of receipt of this notice.

Applicant Signature

Date