



## EMPLOYMENT APPLICATION

Thank you for your interest in working with the Open Door Mission. Before you complete this employment application there are a few things we'd like you to know:

- This application was designed to gather specific information about individuals interested in working with Open Door Mission, Inc. (ODM). Please answer all of the questions honestly and with the appropriate information. However, please do not provide any information that is not requested on this form.
- An individual will be considered an applicant only after submitting a completed application for an open and available position.
- Applications will be kept on file for a period of one (1) year and may be reviewed when a position becomes available – previous applicants may be contacted in order to determine their availability and interest. However, applicants are welcome to re-submit their application, specific to an open position.
- It is the policy of ODM to recruit and hire only applicants who have made a personal commitment to Jesus Christ as indicated on and consistent with our Statement of Faith and Qualifications for Employment. As a religious, non-profit organization – 501 (c)(3), Open Door Mission has an organizational exemption from Title VII, Civil Rights Act of 1964, as amended, as it relates to discrimination because of religious formation and beliefs.
- All employment decisions will be made in compliance with applicable labor laws.

Thank you for your interest, we look forward to exploring the opportunity of working together!

## Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applying: \_\_\_\_\_

Are you legally eligible to work in the U.S.? (Circle One) Yes No

If your name has changed or you have gone by another name during any periods of employment, please list name(s): \_\_\_\_\_

## Availability

Type of Employment Desired      Full-Time      Part-Time      Evenings      Days  
Weekend      Nights      Seasonal

Please Indicate times you are available to work each day

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
|        |        |         |           |          |        |          |

## Education

What is your highest level of education? (Please circle one)  
High School/GED Associates      Bachelors      Masters      Other

Please list the schools you attended, and degree you received

|                          | Name | City/State | Degree Type<br>(Diploma, GED,<br>Associates,<br>Bachelors) | Did you<br>graduate | Course of Study |
|--------------------------|------|------------|--|---------------------|-----------------|
| College                  |      |            |  |                     |                 |
| College                  |      |            |  |                     |                 |
| Business, Tech,<br>Trade |      |            |  |                     |                 |
| High School              |      |            |  |                     |                 |

Please list any other certification, license or specialized training:

\_\_\_\_\_

## Employment History

List below your last four employers. Please list your current or most recent job first.

|                                 |                            |
|---------------------------------|----------------------------|
| Employer: _____                 | Phone: _____               |
| Address: _____                  |                            |
| Job Title: _____                | Dates of Employment: _____ |
| Describe your responsibilities: |                            |
| _____                           |                            |
| _____                           |                            |
| _____                           |                            |
| Supervisor: _____               | Title: _____               |
| Phone Number: _____             |                            |
| Reason for Leaving:             |                            |
| _____                           |                            |

|                                 |                            |
|---------------------------------|----------------------------|
| Employer: _____                 | Phone: _____               |
| Address: _____                  |                            |
| Job Title: _____                | Dates of Employment: _____ |
| Describe your responsibilities: |                            |
| _____                           |                            |
| _____                           |                            |
| _____                           |                            |
| Supervisor: _____               | Title: _____               |
| Phone Number: _____             |                            |
| Reason for Leaving:             |                            |
| _____                           |                            |

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Describe your responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Describe your responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_

**REFERENCES** *Please provide three people who can speak about your work-related abilities and character (work related only please, no personal references)*

1. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LENGTH OF TIME KNOWN: \_\_\_\_\_ EMAIL: \_\_\_\_\_

2. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LENGTH OF TIME KNOWN: \_\_\_\_\_ EMAIL: \_\_\_\_\_

3. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

LENGTH OF TIME KNOWN: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## **PERSONAL FAITH STATEMENT**

**Please use the space below to share your Christian testimony, please use additional paper as needed:**

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The Open Door Mission is a 501 (c)3, charitable, non-profit, Christian organization. Open Door Mission has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. It is the policy of Open Door Mission to grant equal opportunities for employment to all qualified individuals without regard to age, race, creed, color, national origin, military status, sex, disability, genetic characteristics marital status, unemployment, and domestic violence or any other applicable legally protected status.

### **OPEN DOOR MISSION STATEMENT OF FAITH**

The following Statement of Faith shall be accepted by the Board of Directors, Executive Director, all management, supervisors and staff of Open Door Mission. Acceptance of and subscription to the Statement of Faith is a condition of employment upon hire and continuously while employed with Open Door Mission.

We believe in . . .

1. The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy, and the only supreme authority in all matters of faith and conduct;
2. One God, eternally existent in three persons: Father, Son and Holy Spirit;
3. Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His sin-atonement death, His bodily resurrection, His ascension, His redemptive work and His personal return in power and glory;
4. The salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith (apart from works) and regeneration by the Holy Spirit;
5. The Holy Spirit by whose indwelling the believer is enabled to live a holy life to witness and work for the Lord Jesus Christ;
6. The unity in the Spirit of all true believers, the church, the Body of Christ;
7. The resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of eternal separation from God.

## ISCLAIMER & CERTIFICATION

DISCLOSURE OF A CRIMINAL CONVICTION – In compliance with City of Rochester Ban the Box, applicants will not be questioned related to criminal convictions unless or until a first interview has been completed. I understand that a conviction will not necessarily result in disqualification for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered. Each circumstance will be individually considered.

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked and/or verified by Open Door Mission, Inc. or any of its agents unless I have indicated on this form to the contrary.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the USA.
- A routine inquiry may be made during the processing of this application and I authorize Open Door Mission and their representatives to consult with administrators/supervisors/references and academic institutions with which I have been associated and with others who may have information bearing on my professional competence.

I release from liability Open Door Mission as well as any and all individuals, corporations or organizations for furnishing such information.

***I understand that because Open Door Mission, Inc. is a 501 (c)3 Christian ministry, whose purpose is to share the gospel of Jesus Christ; employment with Open Door Mission, as indicated, is subject to acceptance, agreement, and subscription to the organization's Statement of Faith and Qualifications for Employment, upon hire and continuously while employed with Open Door Mission.***

If offered employment and if I accept, I agree to conform to the rules and standards of Open Door Mission and I understand that my employment and compensation can be terminated AT WILL, with or without cause, and with or without notice, at any time, either at my option or at the option of employer.

(Signature) (Date)

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