

## MIDLAND'S OPEN DOOR Application for Employment

Last Name	First Name	Middle Name	Home Phone
Address		Street	Work Phone
City	State	Zip	Other Phone

How long have you been a resident of this city?	State?	Driver's License Number
What position are you applying for?		Driver's License State
Do you have a legal right to work in the U.S.? <i>Proof of citizenship or immigration status required upon employment.</i>	Yes    No	Birth Date (optional)
If under 18 years of age, can you provide proof of your eligibility to work?	Yes    No	Anniversary (optional)
Are you currently employed?	Yes    No	Spouse's Name (optional)
May we contact your current employer?	Yes    No	
Are you currently on layoff subject to recall?	Yes    No	
Can you travel if a job requires it?	Yes    No	
On what dates are you available to work?      Hours available:		
Are you available to work:      Fulltime      Part Time      Shift Work      Temporary		
If you have a minimum salary requirement, please state amount: \$		
Have you ever been convicted of, or pleaded guilty or no contest to, any crime under your current name or another name? No    Yes    If yes, explain:		
Have you been convicted of a felony within the last 7 years?      No    Yes    If yes, explain:		
Have you at any time ever been arrested for any reason?      No    Yes    If yes, explain:		
Have you at any time ever engaged in, or been accused of, any child molestation, exploitation, or abuse? No    Yes    If yes, explain:		
Are you aware of having any traits or tendencies that could pose any threat to children, youth, or others? No    Yes    If yes, explain in detail:		
Are you aware of any reason why you should not work with children, youth, or others? No    Yes    If yes, explain in detail:		
Have you ever been employed by Midland's Open Door before:      Yes    No		
List the names of relatives previously or currently employed by Midland's Open Door:		
Will any of the current employees of Midland's Open Door recommend you for this job?	Yes	No
Have you used illegal drugs within the past 12 months?	Yes	No
Are you willing to submit to drug, alcohol and nicotine testing?	Yes	No
Are you willing to have a criminal background check?	Yes	No

Are you willing to participate in skills or personality testing?	Yes	No
Are you a member of a Reserve or National Guard component?	Yes	No
Why are you applying with Midland's Open Door?		
If applicable, in which areas of this ministry are you currently involved?		
What other areas of this ministry, if any, do you plan to become involved?		

**In case of emergency, notify:**

Name	Address	Phone	Relationship
Physician		Phone	

**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.

1	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Ending	
	Job Title			
Reason for leaving				
Supervisor				May we contact?    Yes    No
2	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Ending	
	Job Title			
Reason for leaving				
Supervisor				May we contact?    Yes    No
3	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Ending	
	Job Title			
Reason for leaving				
Supervisor				May we contact?    Yes    No

4	Employer	Dates Employed		Work Performed
	Address	From	To	
		Hourly Rate/Salary		
	Telephone Number(s)	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**

	Elementary				High School		College/University			
Circle the highest grade completed	1	2	3	4	9	10	1	2	3	4
	5	6	7	8	11	12	5	6	7	8

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

Name and Location of School	Years Attended	Did you Graduate?		Major/Minor
	to	Yes	No	
	to	Yes	No	
	to	Yes	No	
	to	Yes	No	

**References (that we may contact)**

Name	Address	Business	Years Known	Phone Number

**Additional References** who are knowledgeable of your work with youth or children. We must have two and they cannot be relatives or individuals with strong personal ties to the applicant.

Name	Address	Business	Years Known	Phone Number

**General Information**

Use the space below to describe your interest in helping the homeless, hungry and hurting 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?

Please share a personal statement of your relationship with Jesus Christ (use additional page(s) if necessary):

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 of the Organization, or a designee, applying biblical standards. I also understand that this employment 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 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 Midland's Open Door any and all information concerning my previous employment/educational accomplishments, disciplinary information, 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 Midland's Open Door. In addition, I hereby waive written notice that employment information is being provided by any person or organization.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BUSINESS OFFICE USE ONLY			
Applicant Hired:	Yes	No	Rate of Pay:
Department Assigned to:	Probationary Review Date:		
Will this be a compensation review:	Yes	No	
If yes, what commitment was made?			