

City Union Mission, Inc.

Application for Employment

Qualifications for Employment

Please Read before Proceeding with the Application.

Every position at City Union Mission has its own specific qualifications. However, the following personal requirements for staff members are common to all.

Please answer the following "Yes" or "No". An employee of City Union Mission must:

_____ Be a genuine believer in the Lord Jesus Christ as expressed by personal testimony and Christian conduct.

_____ Be a member in good standing of a recognized Protestant, evangelical church for one year.

_____ Have a genuine concern for the ministry of the Mission.

_____ Read and agree with the Doctrinal Statement of the Mission.

_____ Have had a minimum of 1 year of sobriety from alcohol and/or drugs and 6 months from tobacco, and agree not to use alcoholic beverages, illegal drugs or tobacco while in the employ of City Union Mission.

_____ Have a lifestyle that is free of sexual sin as clearly defined in the Bible.

Yes _____ No _____ Do you consider yourself a growing believer?

Initials _____ Date _____

Statement of Ministry

City Union Mission is an evangelical Christian ministry committed to sharing the gospel and meeting the spiritual, physical, and emotional needs of men, women, and children who are poor or homeless.

Statement of Faith / Doctrinal Statement

City Union Mission is a non-denominational, religious/social welfare organization founded in 1924. Section 2, Article X of the Articles of Association states: At no time during the existence of said City Union Mission, Inc. shall its objects and purposes be conducted at variance with the following doctrinal statement:

We believe:

- A. The Holy Scriptures as originally given by God, are divinely inspired, infallible, inerrant, entirely trustworthy, and the only supreme authority in all matters of faith and conduct.
- B. There is one God, Creator of all and eternally existent in three persons – Father, Son, and Holy Spirit.
- C. In the deity of the Lord Jesus Christ (God manifest in the flesh); in His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, His present rule as Head of the Church, and His personal return in power and glory.

- D. Man is born with a fallen nature and is therefore lost and sinful; that by faith in the shed blood of the Lord Jesus Christ (through grace and apart from works), and regeneration of the Holy Spirit any person is saved and becomes a child of God.
- E. In the deity and personality of the Holy Spirit; in the present ministry of the Holy Spirit, by whose indwelling the believer is enabled to live a godly life to witness and work for the Lord Jesus Christ.
- F. In the spiritual unity of all true believers, the Church, the Body of Christ.
- G. In the resurrection of both the saved and the lost, those who are saved will be glorified and reign with Jesus Christ and those who are lost will suffer eternal damnation.

I agree with this statement of faith. Initials _____ Date _____

All Employees of This Ministry Must Agree with the Above Statement of Faith.

City Union Mission reserves the right to interpret the Scriptures, as the Board of Directors, the Pastor's Advisory Committee, and the Executive Director believe to be correct. For example, the above mentioned believe homosexual relations, sexual immorality, and divorce that is not due to adultery or abandonment, to be condemned by the Scriptures. It is recognized that although there are many sins to keep our lives free from, the above-mentioned specific sins are named because we live in a day that these are often justified even among Christians.

A major emphasis of the statement of ministry of City Union Mission is to "share the gospel." For that reason, each employee is considered a representative and ambassador of the Lord Jesus Christ, whose Word speaks very clearly against the above practices or actions (see Romans 1 and Matthew 5: 31,32; Exodus 20: 13; 21: 22-25)

Position Applied For _____	Date of Application _____
How did you learn of the position? _____	Desired Salary? _____

Last Name	First Name	Middle Name
Address	City	State Zip Code
Telephone Number ()	Telephone Number ()	E-Mail Address

Position Information

Have you ever filed an application with City Union Mission before? Yes ___ No ___

Have you ever been employed with City Union Mission? Yes ___ When? _____ No ___

What motivated you to apply for a staff position with us? _____

Are you currently employed? Yes ___ No ___ May we contact your present employer? Yes ___ No ___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration?
 Yes ___ No ___ *Proof of citizenship or immigration status will be required upon employment.*

Date available for work? _____ Days and hours available to work? _____

Available to work: Full Time _____ Part Time _____ Currently in lay-off status? _____

Anticipated duration of stay in this position? _____

Is there any reason why you might be unable to consistently and promptly perform the duties of the position for which you are applying? Yes ___ No ___ If Yes, please explain

Do you have any personal responsibilities or other commitments that may prevent you from meeting the work schedules for this position in the next year? Yes ___ No ___ If Yes, please explain

Define the job-related skills and qualities you have that qualify you for the position for which you are applying

Educational History

High School Diploma? - _____ GED/HiSet _____

College / Seminary / Other Post-High School Education _____

U. S. Armed Forces Training. _____

Foreign languages you can speak, read and/or write.			
	Fluent	Good	Fair
Speak			
Read			
Write			

Employment Experience in the Last 10 Years

Start with your present or last job. Please fill out completely and do not put "See Resume".

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Job Title: _____ Dates Employed: _____

Reason for Leaving: _____

Salary: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Job Title: _____ Dates Employed: _____

Reason for Leaving: _____

Salary: _____

Employer: _____

Address: _____

Phone: _____ Supervisor: _____

Job Title: _____ Dates Employed: _____

Reason for Leaving: _____

Salary: _____

Personal Information

1. Have you ever been disciplined or fired by your current or prior employers? Yes ___ No ___

Explain: _____

2. Have you ever been convicted of a felony, or are any criminal charges currently pending against you in any jurisdiction? Yes _____ No _____ If Yes, please explain (*Conviction will not necessarily disqualify an applicant for employment.*)

Questions Related to Working With or Around Children

Every position at the Mission may involve working with or around children or youth in some capacity. In light of this, please answer the following questions:

1. Have you ever engaged in child molesting or abuse? Yes ___ No ___

If Yes, please explain _____

2. Have you ever been charged with child neglect or abuse? Yes ___ No ___

If Yes, please explain _____

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This includes personal references.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I understand, also, that I am required to abide by all policies, rules and regulations of the employer.

I understand that this is an application for employment and that no employment contract is being offered.

I understand that the information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization, including law enforcement and related agencies, that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless City Union Mission, and the officers, employees, and volunteers thereof.

Signature of Applicant

Date

Testimony

Please describe how you came to know Jesus Christ as Savior.

Church Name & Affiliation: _____ Pastor's Name: _____

Member? Yes No How long? _____ Previous Church _____

City Union Mission Computer Skills Evaluation

All positions at City Union Mission involve using a computer. Timekeeping is done online and email is received daily. Therefore, we require applicants take a basic computer proficiency test.

Put an X to the right of the number that reflects your experience.

1 = no experience

10 = a lot of experience

1. I am comfortable using Microsoft Windows.

1		2		3		4		5		6		7		8		9		10	
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	----	--

2. I am comfortable using these Microsoft Office programs.

Word

1		2		3		4		5		6		7		8		9		10	
---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	---	--	----	--

Excel

1		2		3		4		5		6		7		8		9		10	
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PowerPoint

1		2		3		4		5		6		7		8		9		10	
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3. I have experience using Google Apps or G-Mail.

1		2		3		4		5		6		7		8		9		10	
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5. I am comfortable searching online.

1		2		3		4		5		6		7		8		9		10	
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6. I am comfortable using e-mail.

1		2		3		4		5		6		7		8		9		10	
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Disclosure for Background Check

In connection with my application for employment (including contract or volunteer services), with City Union Mission, I understand consumer reports will be requested by you. These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers' compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Signature: _____

Dated: _____

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

Printed Full Name: _____

Signature: _____

Date: _____

Printed Full Name: _____
(First) (Middle) (Last)

Alias/Maiden Name(s): _____

Social Security Number: _____

Email: _____ **Phone:** _____

Address: _____
(Street) (City) (State) (Zip)

Give one of these Character References to a Pastor/Leader in your church and the other one to someone outside your family.
Please mail to HR Assistant at 1100 E. 11th St. KCMO 64106 or Fax to 816-471-3811 or email Julie.giltner@cityunionmission.org

I give my permission for this character reference to be filled out. _____
(Applicant should sign)

Character Reference for City Union Mission

Please complete and return the following to Julie Giltner at City Union Mission.

Applicant's name: _____

Position applying for: _____

How long have you known the applicant? _____ years, _____ months.

In what capacity have you known this person? _____

Do you feel the applicant is capable of the position for which he/she is applying? _____

In what way? _____

Does this applicant have any limitations, which would make it difficult for him/her to perform the job for which he/she is applying?

What particular contributions do you feel this applicant will make to our staff? _____

Would you please state what you know about the applicant's character that we should know if he/she is accepted for the above position? (You may use the back side of this form.)

(This reference will be held in strictest confidence and will not be seen by the applicant.)

Date

Signature

Please Print Name Also

Give one of these Character References to a Pastor/Leader in your church and the other one to someone outside your family.
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Date

Signature

Please Print Name Also