



## Application for Employment

It is the policy of **Refuge of Hope Ministries** to provide equal employment opportunities to all applicants and employees without regard to race, color, creed, sex, gender, national origin, age, disability, or veteran status.

PRINT or TYPE your information into this form. Deliver completed applications to the front desk at Refuge of Hope's main office.

This application must be fully completed to be considered for employment.

### Personal Information

Name				
Address		City	State	Zip
Home Phone Number	Mobile Number	Email Address		
Are you legally authorized to work in the U.S.A. without sponsorship? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you willing to submit to a criminal background check if selected for employment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you know anyone currently employed by ROHM? Yes <input type="checkbox"/> No <input type="checkbox"/> If "yes" →		Employee Name	Relation to You	

### Position

Position You Are Applying For	Available Start Date	Desired Pay
Type of Employment Desired <input type="checkbox"/> Regular Staff <input type="checkbox"/> Seasonal/Temporary	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time

### Shift Availability (Please check all that apply)

	MON	TUE	WED	THU	FRI	SAT	SUN
1 <sup>st</sup> : Morning - Afternoon							
2 <sup>nd</sup> : Afternoon - Evening							
3 <sup>rd</sup> : Overnight							
Days (Administrative/Office Only)							

### Education

School Name	Location	Did you graduate?		Degree Received
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

### Skills (Please check all that apply)

<input type="checkbox"/> Accuracy	<input type="checkbox"/> Client Service	<input type="checkbox"/> Communication	<input type="checkbox"/> Following Procedures
<input type="checkbox"/> Leadership	<input type="checkbox"/> Microsoft Office Suite	<input type="checkbox"/> Teamwork	<input type="checkbox"/> Timeliness
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

### Experience (Please check all that apply)

<input type="checkbox"/> Community Relations	<input type="checkbox"/> Custodial/Housekeeping	<input type="checkbox"/> Meal Preparation	<input type="checkbox"/> Housing/Rehousing
<input type="checkbox"/> Maintenance & Repair	<input type="checkbox"/> Fund Development	<input type="checkbox"/> Retail Event Planning	<input type="checkbox"/> Temporary Shelter
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

**Employment History** (Begin with current or most recent.)

Employer (1)	Job Title	Start Date	
Work Phone	Manager/Supervisor Name	End Date	
Address	City	State	Zip
Employer (2)	Job Title	Start Date	
Work Phone	Manager/Supervisor Name	End Date	
Address	City	State	Zip
Employer (3)	Job Title	Start Date	
Work Phone	Manager/Supervisor Name	End Date	
Address	City	State	Zip

**Professional References**

Name	Title	Company	Phone

**Certification and Signature**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for the rejection of my application or, if employment commences, immediate termination. I authorize Refuge of Hope Ministries to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to communicate information fully and freely regarding my previous employment, attendance, and grades. I authorize those persons designated as references to communicate information fully and freely regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its CEO, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Refuge of Hope Ministries, except in a specific written contract of employment signed on behalf of the organization by its CEO, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION, AND I UNDERSTAND AND AGREE TO ITS TERMS

Name (Please Print)	Signature
Date	