



# EMPLOYMENT APPLICATION

Men's Recovery      Family Assistance      New Life Center  
Attic Window Stores      Women's Transitional (BFA)

Name of Applicant \_\_\_\_\_

Applicant's Daytime Phone \_\_\_\_\_

Job Category/Interest \_\_\_\_\_

## **PLEASE READ THIS FIRST:**

You are making application to be considered for involvement in an evangelical faith-based Ministry with the goal of helping the whole person in the areas of physical, emotional and spiritual change.

Muncie Mission Ministries is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, national origin, citizenship, age or disability. The Sam Erwin Act of the United States Congress allows us to uphold our set of guidelines in selecting our staff.

As such, this non-profit agency is a Christian organization and has **Christian Commitment** qualifications for employment for all employees:

- A deep personal commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
- Evidence of the integration of this faith worked out on a daily basis
- Be an attendee in good standing of a recognized Christian Church
- Be in agreement with and willing to sign the MMM Statement of Faith Acknowledgement form

# **MUNCIE MISSION MINISTRIES, INC**

## **STATEMENT OF FAITH**

The following Statement of Faith shall be accepted by all Board Members, the Executive Director and all Staff and shall be subscribed to in writing.

1. We believe the Bible to be the inspired, the infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of the 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 the Father, in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.
7. We believe in the binding obligation upon all Christians to promote the evangelization of the world.

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(Signature)

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(Date)

# MUNCIE MISSION MINISTRIES, INC.

1725 S LIBERTY ST, MUNCIE, IN 47302

765-288-9122

## Employment Application



APPLICANT INFORMATION											
Last Name			First			M.I.		Date			
Street Address						Apartment/Unit #					
City			State			ZIP					
Phone			E-mail Address								
Date Available			Desired Salary								
Position Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
EDUCATION											
High School			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
College			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
Other			Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
REFERENCES											
<i>Please list three <b>PROFESSIONAL</b> references.</i>											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											
Full Name			Relationship								
Company			Phone								
Address											

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

IN YOUR OWN HANDWRITING, IN 25 WORDS OR MORE, TELL WHY YOU WANT TO WORK AT MUNCIE MISSION.

## OTHER INFORMATION

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

**List professional, trade, business or civic activities and offices held.** (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

**State any additional information you feel may be helpful to us in considering your application.**

## INTERVIEW DATES/NOTES

## DISCLAIMER AND SIGNATURE

I certify that my answers 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 application for employment shall be considered active for a period of time not to exceed 42 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand, also, that I am required to abide by all rules and regulations of the employer.

I am fully aware that Muncie Mission Ministries, Inc. is a faith-based, 501(c)3 agency, providing Rescue Mission services in the name of Jesus Christ to homeless and impoverished individuals. I also understand that my employment with this organization may expose me to Christian principles as demonstrated in written and spoken form. Though I may not embrace these principles I agree not to express opposition in any way to the detriment of the Mission program.

Muncie Mission Ministries was reviewed by the Indiana Department of Workforce Development in 1995 and a determination was made that the Mission does not qualify as an employer under code IC22-4-7-2(h). It was found that Muncie Mission Ministries is an organization that is operated primarily for religious purposes and is supported by the churches in and around Muncie. Therefore the wages you would earn from Muncie Mission Ministries will not qualify you for unemployment benefits.

- ☐ I have read and understand the above paragraph concerning my ability to qualify for unemployment benefits from Muncie Mission Ministries.
- ☐ I understand that prior to being hired by Muncie Mission Ministries I must submit to drug testing as well as a background check.

Signature

Date