



Christian Shelter in Salisbury, Md

A temporary emergency shelter providing safe shelter, nutritious meals, practical and spiritual direction, and the life-changing Good News of Jesus Christ to people in crisis.

334 Barclay Street, Salisbury, Maryland 21804 (410) 749-5673

Application for Employment

Revision date: March 12, 2019

This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact the Shelter Administrator. Christian Shelter is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions be based on job-related factors.

Date of Application: _____

Applicant Name: _____

First

Middle

Last

Address: _____

City

State

Zip Code

Previous or Maiden Name: _____ Social Security #: _____

Driver's License #: _____ Email Address: _____

Telephone Number: _____ Alternate Phone: _____

Employment Position Position(s) applying for: _____ FT [] PT []

How did you hear about this position? _____

On what date can you start working if you are hired? _____ Salary desired: _____

Do you have reliable transportation to and from work? _____

Personal Information

Have you ever applied to or worked for Christian Shelter before? [] Yes [] No

If yes, when? _____

Do you have any friends, relatives, or acquaintances working for Christian Shelter? [] Yes [] No

If yes, state name & relationship: _____

Are you 18 years of age or older? [] Yes [] No

Are you a U.S. Citizen? [] Yes [] No

Will you consent to a mandatory controlled substance test? [] Yes [] No

Do you have any condition which would require job accommodations? [] Yes [] No

If yes, please describe accommodations required: _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? [] Yes [] No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list skills and qualifications you possess for the position for which you are applying: _____

Please Note: It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.

Education and Training Experience

High School Name: _____ Location: _____
Name City State

Number of years completed: _____ Did you Graduate: [] Yes [] No Year Graduated: _____

College/University: _____ Location: _____
Name City State

Number of years completed: _____ Did you Graduate: [] Yes [] No Year Graduated: _____

Degree Earned: _____

Vocation School: _____ Location: _____
Name City State

Number of years completed: _____ Did you Graduate: [] Yes [] No Year Graduated: _____

Degree Earned: _____

Training: _____

Military Service

Are you a member of the Armed Services? [] Yes [] No

Branch of the military: _____ Honorable Discharge? [] Yes [] No

Military rank when discharged: _____ Years served in the military: _____

Current/Previous Employment

Employer/Company: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____ City _____ State _____ Zip Code: _____

Employer Telephone: _____ Dates Employed: _____

Reason for leaving: _____

Employer/Company: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____ City _____ State _____ Zip Code: _____

Employer Telephone: _____ Dates Employed: _____

Reason for leaving: _____

Employer/Company: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____ City _____ State _____ Zip Code: _____

Employer Telephone: _____ Dates Employed: _____

Reason for leaving: _____

May we contact current and previous employers? [] Yes [] No

If No, Why? _____

References

Please provide 3 Personal or Professional reference(s):

Reference Name: _____

Address: _____

Email: _____ Phone: _____

Years known: _____ Personal or Professional: _____

Reference Name: _____

Address: _____

Email: _____ Phone: _____

Years known: _____ Personal or Professional: _____

Reference Name: _____

Address: _____

Email: _____ Phone: _____

Years known: _____ Personal or Professional: _____

Additional Information:

Please provide information related to any pastoral or theological training:

Please provide information related to any managerial or leadership training:

The relationship between you and the Christian Shelter - is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Christian Shelter - No representative of Christian Shelter has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status,

Applicant Signature: _____ Dated: _____