**Faith Friendship Ministries, Inc. ~ Application for Employment**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shift Desired \_\_\_\_\_\_\_ Status: FT PT Temp

Street

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Desired \_\_\_\_\_\_\_\_\_ # Hours \_\_\_\_\_\_\_/week

(City) (State) (Zip)

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Were you previously employed by Faith Friendship Ministries, Inc.? \_\_\_\_\_\_\_\_ If yes, please list dates of employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you age 18 or older? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Have you been a PA resident for the past 24 months? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_\_\_\_\_\_\_ (Proof of US Citizenship or immigration status will be required upon hire)

Have you ever been convicted of a felony? \_\_\_\_\_\_\_\_\_ (If yes, please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been involuntarily terminated from employment in the past ten years? \_\_\_\_\_\_\_\_ (If yes, please explain) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employment History **Please list previous employers, starting with the most recent.**

From \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job duties/responsibilities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Hourly Rate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for leaving this position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_\_\_\_\_\_\_\_\_ (If no, please explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Skills & Qualifications

Summarize other job-related training, skills, licenses, honors, awards, or certifications that make you a good candidate for this position. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Summarize other any volunteer experiences (for example, church groups, civic organizations, etc.) that would make you a good candidate for this position. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Educational Background **Proof of high school diploma/GED or equivalent or college degree will be required upon hire.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| High School | Address/Phone | Years Completed | Did you graduate? | Course of study |
| College | Address/Phone | Major/Degree | Did you graduate? | Course of study |
| Trade School | Address/Phone | Major/Degree | Did you graduate? | Course of study |
| Other | Address/Phone | Major/Degree | Did you graduate? | Course of study |

References **Please list individuals who are not related to you, whom you have known at least two years.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Telephone/Email | Relationship | Years Known |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Referral Source **Please indicate how and, if appropriate, by whom you were referred to Faith Friendship Ministries.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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This Employer is an Equal Opportunity Employer and does not discriminate in employment on the basis of age, sex, race, color, national origin, ancestry, citizenship, disability, or liability for service in the armed forces of the United States. This application is not used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state, or federal law.

I understand that any misrepresentation and/or omission of facts on my employment application and/or resume submitted is cause for rejection of employment, to include subsequent dismissal of employment. I understand that this application is current for six months only. At the conclusion of that time, if I have not been contacted by Faith Friendship Ministries and still wish to be considered for employment, I understand that it will be necessary to complete a new application.

I understand that just as I am free to resign from employment at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Faith Friendship Ministries has the authority to make any assurances to the contrary.

I understand that, if employed, I will be required to provide satisfactory proof of identity and employment eligibility within three days of hire, and that failure to submit such documentation within that period of time will result in immediate termination of employment.

I assert that I have no history of and have never been convicted of a violent crime and have never been dismissed from employment for abuse, neglect, or mistreatment of residents or clients. I understand that Faith Friendship Community will complete a criminal background check, and, if necessary, an FBI Clearance on me. I further understand that my employment is contingent upon the results of those clearances meeting the employment guidelines of the PA Department of Human Services and the PA Department of Aging.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

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**Statement of Employability**

By signing this document, I acknowledge that I have been informed by Faith Friendship Ministries that a criminal background check will be performed on me using my name(s) and personal information. I have informed the organization of all names (maiden, aliases, etc.) that I have used in the past. I understand that I am employed on a provisional basis until my criminal record check is completed and that my employment may be terminated pending the results of the criminal history check. I affirm that I have not been convicted of any of the following crimes:

Title 18 – Prohibiting Employment

Any violation under Chapter 2 (relating to criminal homicide)

One or more convictions for the following offenses:

Section 2702 Relating to aggravated assault

Section 2901 Relating to kidnapping

Section 2902 Relating to unlawful restraint

Section 3121 Relating to rape

Section 3122.1 Relating to statutory sexual assault

Section 3123 Relating to involuntary deviate sexual intercourse

Section 3124.1 Relating to aggravated sexual assault

Section 3125 Relating to aggravated indecent assault

Section 3126 Relating to indecent assault

Section 3127 Relating to indecent exposure

Section 3301 Relating to arson and related offenses

Section 3502 Relating to burglary

Section 3701 Relating to robbery

Section 4101 Relating to securing execution of documents by deception

Section 4302 Relating to incest

Section 4303 Relating to concealing death of a child

Section 4304 Relating to endangering welfare of children

Section 4305 Relating to dealing in infant children

Section 4952 Relating to intimidating of witnesses or victims

Section 4953 Relating to retaliation against witnesses or victims

Section 5902(b) Relating to prostitution and related offenses

Section 5903 (c) or (d) Relating to obscene and other sexual materials and performances

Section 6301 Relating to corruption of minors

Section 6312 Relating to sexual abuse of children

Offenses designated as a felony under the Controlled Substance, Drug, Device, and Cosmetic Act: Criminal Statute 13, sub-clauses 12, 14, 30, 37, or 39.

A Federal or out-of-state offense similar in nature to the crimes listed above prohibits employment.

I understand that all information obtained by a criminal history check will remain confidential unless requested by the authorities in the event of an investigation. I certify that information on this form contains no willful misrepresentation, and that information is true and complete to the best of my knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME SIGNATURE DATE

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**Investigation Authorization & Release**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having submitted an application for employment with Faith Friendship Ministries, hereby authorize the organization to conduct an investigation of my background as it pertains to employment history, criminal history, educational verification, and motor vehicle records report from any/all states.

I specifically authorize Faith Friendship Ministries to make any necessary contacts to the aforementioned companies, agencies, or organizations and give my permission to have any records or other information released either verbally, in writing, or electronically to Faith Friendship Ministries.

Information obtained or reported by any agency or entity will be treated in a sensitive and confidential manner. I understand that representatives of Faith Friendship Ministries will obtain this information on a need-to-know basis.

I do hereby remise, release, waive, and forever discharge each of the above-names companies, corporations, agencies, entities, their respective agents, officers, and employees from any and all actions, cause of action, claim, demand, or liability which I have now or may ever have as a result of conducting an investigation of my background. I also agree to hold each of the above from any claims I might otherwise have against them, for any damages and/or liability to me, resulting from any disclosures, and of its results, and any conclusions drawn therefrom.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME SIGNATURE DATE

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**Faith Friendship Ministries**

**Mission, Vision, & Core Values**

**Vision:** The vision of Faith Friendship Ministries is to provide those with serious mental health issues affordable, high quality residential opportunities that assist them according to individual need, while preserving their dignity as one created in the image of God. Through structured care environments, independent living services, and community-based supports, we will foster family-like relationships among those we serve, in an atmosphere that demonstrates God’s love expressed through Jesus Christ.

**Mission:** The mission of Faith Friendship Ministries is to demonstrate Christian love by providing supportive care and residential services, primarily to those with mental health issues and limited resources, affirming and empowering each person as a part of our family.

**Core Values:**

1. That everything we have belongs to God, and everything we do shall be done in a way that honors and glorifies Him, without compromise (Matthew 22:37-38).
2. That every individual has been created by God, and that those we serve are precious in His sight. He desires to give them a future and a hope (Jeremiah 29:11) and we are to be one of His vehicles for doing so.
3. That due to their disabilities or limitations, those we serve are often economically disadvantaged. Therefore, a primary focus of our efforts is to reach out to those who may not be able to afford the care provided by other providers (Deuteronomy 15:11).
4. That due to misunderstandings about mental and physical disabilities, these members of our society lack a voice and sense of belonging in the community. We desire to be an advocate to this end (Proverbs 31:8-9).
5. That what we do for these who are often considered among the least of our society is done to the Lord (Matthew 25:40). We are to treat others with respect, dignity, and Christ-like love, meeting them where they are, and helping them to become all they can be.
6. That although we are commanded by God to meet the physical needs of those around us, their greatest need is a personal relationship with Jesus Christ. However, while we will assist anyone in seeking this relationship, we will not coerce, intimidate, or attempt to mandate such a decision among those we serve (Jos 24:15).
7. That we seek to make a positive contribution to our community and conduct ourselves in a way that is considerate and respectful of our neighbors (Matthew 22:39).
8. While we intend to work in close cooperation with a variety of Christian churches, we will work in a spirit of non-denominational Christian unity (John 17:23).
9. That our staff would be seen as gifted members of our family, endowed with God-given value and deserving of encouragement, compassion, and respect (Ephesians 6:5-9).

10. That our staff will view their work not as a job, but as a calling to serve. However, as valued members of our family, we will seek to compensate our staff at level comparable to similar positions in secular professions, as the resources of the ministry allow (1 Corinthians 9:7-14).

My signature below indicates that I have read Faith Friendship Ministry’s Vision, Mission, and Core Values, and I understand that the organization is a non-profit, Christian religious organization. I recognize and accept that there will be a Christian emphasis in the workplace, and, if hired, I agree to perform my duties as specified to support the Vision, Mission, Core Values, and objectives of the ministry. If hired, I agree to conduct myself in a manner to preserve the reputation of Faith Friendship Ministries, and to comply with policies and procedures outlined in the Employee Manual.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME SIGNATURE DATE