

**APPLICATION FOR EMPLOYMENT
MARTINSBURG UNION RESCUE MISSION**

Date: _____

Name: _____ Social Security Number: _____
(Last) (First) (Middle)

Present Address: _____ City _____

Zip: _____ State: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Many contact us out of a sincere desire to serve the Lord in any way they can be of service. Whatever your reason, we appreciate your interest in the ministry. To help us evaluate where you might be of service, it is desirable to have your complete background and work history. This will help us in placing you in a position which best meets your qualifications.

Salary Desired \$ _____

Position(s) Desired: _____ Date Available: _____ Minimum Need \$ _____

Available Full-time _____ Part-time _____ What days and hours _____

Previous Address _____ How Long _____
(No.) (Street) (City) (State) (Zip) (From) (To)

Have you been previously employed by us? Yes, _____ No _____ If yes when? _____

Department/Position _____

List any friends or relatives working with us and your relationship _____

Who referred you to us? _____

Are you willing to submit to a Drug test for employment here at the MURM? Yes _____ No _____

If employed by the Martinsburg Union Rescue Mission are you willing to submit to Random Drug Testing by the Mission? Yes _____ No _____

Do you authorize Martinsburg Union Rescue Mission to run a Criminal Background check? Yes _____ No _____

Do you give the Martinsburg Union Rescue Mission authorization to run a Credit check on you? Yes _____ No _____

Are you a U.S. citizen? _____: if not, state the document that allows you to legally work in the U.S. giving date and place of issuance. _____

PHYSICAL RECORD

(The following information is asked in concern for your safety. We will make all practical adjustments necessary to accommodate any physical limitations that you may have.)

Do you have the ability to perform the job applied for with or without reasonable accommodations? Yes _____ No _____: If accommodations are necessary, please explain

Is there any activity outlined in the Job Description that you have been advised not to do? Yes _____ No _____

If yes, explain: _____

DRIVER'S LICENSE

Do you have a valid Driver's License? Yes _____ No _____ Expiration Date _____

Has your driver's license been suspended? Yes _____ No _____ If yes, explain _____

If requested will you provide a Driver record of current state of Drivers License? Yes _____ No _____

RECORD OF EMPLOYMENT PRESENT

OR

MOST RECENT EMPLOYER _____ Type of Business _____

Address _____ Telephone _____
(No.) (Street) (City) (State) (Zip)

Starting Date _____ Position _____ Weekly earnings \$ _____

Leaving Date _____ Position _____ Weekly earnings \$ _____

Briefly describe duties _____

Last immediate supervisor's name and title _____

LIST PRIOR EMPLOYERS BELOW

Employment		Company	Position	Last Month Income	Reason for Leaving
From	To				

Are you an ordained minister? _____: if yes, with what group or denomination? _____ List any special skills, licenses, and or qualifications that you have: _____

List any machines you can operate with proficiency, naming the machine and measure of skill, for example, typing - _____ words per minute.

If you are computer literate, list programs you are familiar with:

Are you proficient in a foreign language? _____

If yes, name and indicate proficiency in reading, writing, and speaking.

Language	Read	Write	Speak	E EXCELLENT
Language	Read	Write	Speak	G GOOD
Language	Read	Write	Speak	F FAIR
Language	Read	Write	Speak	P POOR

EDUCATIONAL RECORD

School	From	To	Name	Location	Major	Degree
High School						
College						
Graduate School						
Trade/Business						
Correspondence						
Other						

MILITARY SERVICE RECORD

Have you been in the Armed Forces? _____ Current Reserve Obligation _____

Nature of Duties _____

Type of Discharge: _____

REFERENCES - Not Martinsburg Union Rescue Mission Employees or Relatives

Name	Phone	Occupation
Address		
Name	Phone	Occupation
Address		
Name	Phone	Occupation
Address		

OTHER INFORMATION (Conviction of a crime will not necessarily disqualify an applicant from employment with the Martinsburg Union Rescue Mission)

Have you ever been convicted of a felony? _____ If yes, describe in full _____

Are you currently serving a suspended sentence, on parole, or have other special court status?

What is your main talent or ability?

Is this also your main interest concerning employment? _____ If no, explain _____

Why do you desire to work for the Martinsburg Union Rescue Mission? _____

Do you use Drugs? _____ Alcohol? _____ Tobacco? _____

If in any degree, please comment _____

Thank you for completing this form and for your interest in us. Please take the space below to summarize any additional information which you may desire to better describe your qualifications to serve.

I hereby certify that the answers given, and statements made in this application are true and correct. I hereby authorize all my previous employers, doctors, or references named herein to furnish all information requested by you at any time concerning my personal character, health, habits, morals, criminal records or employment records, and to make an investigation through credit and other investigative agencies. Further I understand and agree that any employment which may be given me is for no definite period and may be terminated at any time, without cause, and with no prior notice being required. I further agree that when my employment is terminated, the company has the right to release any information concerning my employment including but not limited to my character, habits, ability and cause of separation and I release this employer from any and all liability concerning release of such information.

Date _____ Signature _____

Forward to: Pastor Tim Guerino, Martinsburg Union Rescue Mission at timoty.guerino@gmail.com or mail to The Martinsburg Union Rescue Mission Inc. P.O. Box 843, 602 West King Street Martinsburg, West Virginia 25402

PERSONAL TESTIMONY

(Please write out the history of your relationship with Jesus Christ and how he currently relates to your life and your application to the Martinsburg Union Rescue Mission.)

Please print your name

PURPOSE OF THE MARTINSBURG UNION RESCUE MISSION

The main purpose and reason the Martinsburg Union Rescue Mission (MURM) exists is to fulfill the great commission as outlined by Jesus Christ in Matthew 28:19 and 20:”Go there fore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you and lo, I am with you always, even to the end of the age. Amen

DO NOT WRITE BELOW THIS LINE

Interviewed by _____ Date _____ Comments _____

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Interviewed by _____ Date _____ Comments _____

Remarks: _____
