



KNOX AREA RESCUE MINISTRIES

Restoring Lives In Jesus' Name

Employment Application

Name _____ Date _____

Street Address _____ E-mail _____

City _____ State _____ Zip _____ Phone # ____ - ____ - ____

Position you are applying for _____

Do you have relatives or friends now employed by KARM? Yes No

If Yes, please explain _____

Are you legally authorized to work in the U.S.? Yes No Are you 18 years of age or older? Yes No

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No How did you hear of job? _____

Have you ever applied to this organization before? Yes No If so, when? _____

Availability

Are you seeking employment: Part-time Full-time Either

Please list earliest hour to latest hour that you are available to work each day on a regular basis.

If you are available anytime that day, please write "Any." If you are not available that day, please write "None."

	M	T	W	T	F	S	S
From							
To							

Education

	Name of School	Field of Study	Did You Graduate/ Now Enrolled?
High School			
Business/Trade School			
College/University			
Graduate/Professional			

Employment History

	Present or Last Employer	Previously Employed By	Previously Employed By
Company Name			
Address			
Telephone Number			
Position (s) Held			
Dates of Employment			
Name of Supervisor			
Reason for Leaving			
<i>Reference check completed by:</i>			

Personal References - Provide the names of three persons not related to you, whom you have known at least one year.

Name	Telephone Number/ Email	Years Known

Have you ever been convicted of crimes other than minor traffic violations? Yes No

*A "Yes" answer does not automatically disqualify you from employment. *Registered sex offenders are not eligible for employment in any KARM business entity.*

If Yes, Please Explain _____

Do you know of anything that would prevent you from performing the job for which you are applying?

Yes No

If Yes, please explain _____

Christian Qualifications For Employment

In order to carry out our purpose statement, “to seek to rescue the poor and needy of the Knox area by providing recovery services in Jesus’ name,” we believe that our employees need to be equipped to accomplish this ministry’s work in Jesus’ name. We believe that individuals are best equipped to carry out KARM’s work of daily demonstrating the love of Jesus in action and words with clients, co-workers and others through the following:

- 1) Belief in the Lord Jesus Christ as expressed by personal testimony
- 2) Confirmed regular fellowship and commitment to a body of believers outside of KARM
- 3) Commitment to growth in relationship with the Lord Jesus Christ and in Christian maturity as evidenced in personal testimony, testimony of appropriate references, avocation commitment, etc.

The above qualifications are required for all positions with Knox Area Rescue Ministries.

While only the Lord can know a heart, we trust the above listed evidences, prayerfully considered, as guides in careful selection of staff. Further, we believe God’s Word that the fruit of the spirit, such as love, kindness, faith, patience, and self-control are increasingly demonstrated in Christians who seek to grow, (Galatians 5:22), and therefore, we expect to see evidence of the fruit of the spirit in the daily work and lives of KARM employees.

The following questions address the above:

- 1) Are you a Christian? _____
- 2) Do you attend church? _____
- 3) If so, where? _____

Important—Please Read Before Signing

I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment or stated terms of my wages or salary, be terminated at any time. I understand and agree that my employment relationship with the company, if hired, is an employment-at-will relationship and may be terminated by either me or the company at any time with or without cause.

I affirm that my answers on the foregoing application are true, correct, and complete and that I have not knowingly withheld any information. I understand that any misrepresentation of the above information will subject me to dismissal from the company.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize the company to contact my present employer (unless otherwise noted on this form), past employers, and references. I authorize any person, school, current employer, past employer, and organizations named in this job application (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I have read the Christian Qualifications for Employment. I understand that because KARM's purpose is to rescue the poor and needy providing recovery services in Jesus' name, the Christian Qualifications for Employment were instituted to ensure that employees are prepared to carry out KARM's purpose and job requirements.

I further understand that this nonprofit organization believes that equal opportunity for all employees is important for the continuing success of the organization. Accordingly, KARM will not discriminate against an employee or applicant for employment because of race, color, creed (except as permitted in Section 702 of Title VII of the Civil Rights Act of 1964), sex, age, handicap, disability, national origin, ancestry, citizenship, veteran status, or non-job related factors in hiring, promoting, demoting, training, transfers, layoffs, terminations, recommendations, rates of pay, or other forms of compensation. Opportunity is provided to all employees based on abilities, qualifications, and the requirements of the job.

I understand that KARM is a drug-free work place and agree to submit to pre-employment drug screening. If hired, I also agree to submit to random drug screening.

If hired, I consent, upon reasonable circumstances, to searches of any area or property on company premises.

Signature of Applicant _____ **Date** _____