



# SAFE HAVEN MINISTRIES

"A place of refuge and hope" Ps 46:1

## APPLICATION FOR EMPLOYMENT

**ALL sections must be completed, even if the information is on your resume.**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Other Name(s) used for school or previous employment records: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Telephone No. \_\_\_\_\_ Other Telephone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you at least 18 years of age?  Yes  No

Positions(s) Applied For: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Status(s) Applied For:  Full Time  Part Time  On Call

Shift(s) Applied For:  Day  Evening  Overnight

Number of hours available to work per week: \_\_\_\_\_ Days of the week available to work: S M T W TH F Sat

Have you ever applied at Safe Haven Ministries before?  Yes  No If yes, when? \_\_\_\_\_

When are you available to begin work? \_\_\_\_\_

What is your desired starting salary? \$ \_\_\_\_\_ Minimum Acceptable? \$ \_\_\_\_\_

How were you made aware of this position?  Staff Referral (who) \_\_\_\_\_

Advertisement  Career/Job Fair  College  Word of Mouth  Walk In  Internet  Other \_\_\_\_\_

GENERAL INFORMATION

Give the names, addresses, and phone numbers of three persons who have known you for the past three years and can speak toward your personal character. **Please do not list supervisors or relatives.**

REFERENCES

Name	Relationship to You	Address	Phone – Daytime & Evening

List Friends or Relatives Currently Working for Safe Haven Ministries: \_\_\_\_\_



Include self-employment, summer or part-time jobs, and military service assignments for the past 8 years. Use additional pages if needed.

EMPLOYMENT

Employer		Dates of Employment (State Month & Year)		Position Held (List Title/Major Responsibilities)	Reason for Leaving
Name/Address		From	To	Did you voluntarily resign? <input type="checkbox"/> Yes <input type="checkbox"/> No May We Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number (Area Code)		Pay Rate			
Immediate Supervisor		Starting	Ending		
Employer		Dates of Employment (State Month & Year)			
Name/Address		From	To	Did you voluntarily resign? <input type="checkbox"/> Yes <input type="checkbox"/> No May We Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number (Area Code)		Pay Rate			
Immediate Supervisor		Starting	Ending		
Employer		Dates of Employment (State Month & Year)			
Name/Address		From	To	Did you voluntarily resign? <input type="checkbox"/> Yes <input type="checkbox"/> No May We Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number (Area Code)		Pay Rate			
Immediate Supervisor		Starting	Ending		
Employer		Dates of Employment (State Month & Year)			
Name/Address		From	To	Did you voluntarily resign? <input type="checkbox"/> Yes <input type="checkbox"/> No May We Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number (Area Code)		Pay Rate			
Immediate Supervisor		Starting	Ending		
Employer		Dates of Employment (State Month & Year)			
Name/Address		From	To	Did you voluntarily resign? <input type="checkbox"/> Yes <input type="checkbox"/> No May We Check Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Telephone Number (Area Code)		Pay Rate			
Immediate Supervisor		Starting	Ending		
Employer		Dates of Employment (State Month & Year)			

Please explain any gaps in employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## APPLICANT CERTIFICATION AND AGREEMENT

### Equal Opportunity Employer

**Certification of Truthfulness:** I represent that all my statements in support of my Application for Employment are true and complete. I understand and agree that if SAFE HAVEN MINISTRIES (SHM), at any time, should determine that any requested information was withheld by me or any of my statements are false or misleading, I may be discharged.

**Employment at Will:** If hired by SHM, I agree to comply with all rules, regulations, policies, and communications directed to employees, including any changes made from time to time. I understand that I will be free to resign my employment at any time with or without cause, and with or without prior notice or warning to SHM; I agree that SHM also may terminate my employment at any time, with or without cause and with or without prior review, notice, or warning.

**Limitation on Claims:** I agree that any lawsuit against SHM and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Right to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitations that exceeds this time limit.

**Authorization to Work:** If I am selected for hire, I will be offered employment only if I certify and produce applicable documentation that I am authorized to work as required by the Immigration Reform and Control Act of 1986.

**Need For Accommodation:** If I, due to a physical or mental disability, require an accommodation to perform the job for which I may be selected, I understand that I must give SHM written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that SHM has not accommodated me as required by law.

**Disclosures:** I agree that the contents of any offices, work spaces, desks, computer and computer generated data, any SHM property I may be using, as well as my person, and any of my own property I bring onto SHM premises, may be inspected by SHM at any time, and I waive and promise not to make any claims against SHM (or its employees or agents) relating to such inspection. I agree that, except as directed otherwise in writing by SHM, I will not disclose to anyone or use for my own purposes, any of SHM's confidential or proprietary information, either during or after my employment. I understand and agree that client names and information, financial data, computer information and processes are confidential and proprietary information and I will not make written or other copies or notes regarding these matters except as necessary to perform my job. I agree that if my employment ends, I will deliver to SHM all material of any kind that I have relating to its business, including any such copies or notes. I agree that if any of the above commitments by me is ever found to be legally unenforceable as written, the particular agreement concerned shall be limited to allow its enforcement as far as legally possible.

**Consideration for Employment:** I agree to the above terms of employment if I am employed by SHM. Should I be employed, I understand and agree that these provisions of my employment can be revised only by a signed contract authorized by a written resolution of SHM, and that no person in SHM has any authority to offer employment other than on an at-will basis as described above. I understand and agree that, except as provided above, all compensation, benefits, programs, rules, and policies of SHM are subject to exception or change at any time as decided by SHM in its sole discretion.

I understand that I may take this application form with me to submit at a later time if I choose to do so. I acknowledge by my signature that I have been given adequate time to read, complete, and review my application and this certification, and I have knowingly and voluntarily signed below.

**I have read and understand the items listed in the Application for Employment,  
including this page, and acknowledge that with my signature below.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Thank you for completing this application and for your interest in employment with Safe Haven Ministries.

**Safe Haven Ministries' Mission Statement: Through Christ's love, renewing the  
human spirit and building a stronger community by ending the cycle of domestic abuse.**