



JOB APPLICATION

Haven of Rest Ministries, Inc.
219 West Whitner Street, Anderson, South Carolina 29624
(864) 226-6193

MISSION STATEMENT:

The Haven of Rest Ministries exists to see those bound by life-dominating problems rescued, restored, and released while experiencing the love of the Lord Jesus Christ who commands us in the Great Commission:

“All authority has been given to me in heaven and on earth. Go therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo I am with you always, even to the end of the age.” (Matthew 28: 18-20)

Haven of Rest Ministries is an equal opportunity employer. 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 Human Resources Department.

Please fill out all the pages below:

Applicant Information

Applicant Name:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Social Security Number:

Date of Application:

Employment Position

Position(s) applying for:

How did you hear about this position?

What days are you available for work?

What hours/shifts are you available for work?

If needed, are you available to work overtime? _____

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

What salary or per hour rate is preferred? _____

Personal Information:

Have you ever applied to or worked for Haven of Rest Ministries before? If yes, when? Yes No

Do you have any friends, relatives, or acquaintances working for Haven of Rest Ministries? Yes No
If yes, state the name and relationship

Are you 18 years or older? Yes No

Are you an active member of your church? Yes No

Name and address of your church:

Are you a U.S. Citizen or approved to work in the United States? Yes No

Can you provide proof of citizenship or legal status? Yes No

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

Will you consent to a mandatory background test? Yes No

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.)

Do you have any condition which would require job accommodations?

Yes No

If yes, please describe accommodations required below.

(Note: Haven of Rest Ministries complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. 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.)

Job Skills/Qualifications

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

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military

Are you a member of the Armed Services?

What was your military rank when discharged?

How many years did you serve in the military? _____

What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

Pay Rate: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

Pay Rate: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State, and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____

Reason for Leaving: _____

Pay Rate: _____

References

Please provide 3 personal and/or professional reference(s) below:

No Relatives please

Reference	Contact Information	Relationship	Years Known

AT-WILL EMPLOYMENT

The relationship between you and the Haven of Rest Ministries 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, by you or the Haven of Rest Ministries. No representation of Haven of Rest Ministries 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: _____

HAVEN OF REST MINISTRIES USE ONLY

Interviewed by Human Resources: _____

Dated: _____

Interviewed by Supervisor: _____

Dated: _____

Interviewed by Executive Director: _____

Dated: _____

Department: _____

Start Date: _____

Pay Rate: _____

Position: _____