



Hope
Awaits
MINISTRIES

390 First Ave E
North Bay, ON. P1B 1K1
705-494-5465

Staff Application Form

Application Date: _____

Position: _____

Contact Information

Name: _____ Gender: _____

Date of Birth: _____ Marital Status: _____

Home Church: _____

How long have you been attending the church mentioned above?: _____

Phone Number: _____ Email: _____

Address: _____

Beliefs and Faith Journey

1. Have you accepted Christ as your personal saviour? Yes No

If you answered yes, when did you accept Christ?

2. Are you actively growing in your personal relationship with Christ? Yes No

If you answered yes, how are you actively pursuing your relationship with Christ?

3. Do you attend church on a weekly basis? Yes No

4. Are you actively involved in your church? Yes No

If you answered yes, how are you actively involved in your church?

5. Briefly describe your faith journey/walk with God

6. What is God teaching you now?

Personal History

In order to provide a safe and secure environment for our clients, staff and volunteers here at the shelter, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential (Police may access this information, under warrant, if requested). Answering yes to any of the questions may not necessarily prevent your involvement in ministry.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with our clients? (e.g. pornography, use of illegal substances, etc.) Yes No
2. Have you ever been accused of impropriety with others? Yes No
3. Have you ever been convicted for the use or sale of illegal drugs? Yes No
4. Have you ever been through treatment for alcohol or substance abuse? Yes No
5. Have you ever been convicted of a criminal offense (excluding minor traffic violations)? Yes No
6. Have you ever been arrested or convicted for any abuse related crimes? Yes No
7. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct? Yes No

8. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children, youth or adults? Yes No

9. Have you ever been subjected to expulsion, reprimand, or other discipline by another religious organization? Yes No

10. Have you ever been the subject of any disciplinary action or investigation by a church, religious or other organization, or by an employer? Yes No

11. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric) Yes No

If you have answered yes to any of the above questions, please explain.

Skills and Abilities

Please list what you feel are your greatest strengths and how they could contribute to this ministry.

Please list what you feel are your greatest weaknesses and how they could contribute to this ministry.

Please summarize any previous ministry work.

Please summarize any previous volunteer work.

Emergency Contact

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Relation to you: _____

References

Please provide three references.

1. Name of Reference: _____

Phone Number: _____ Email: _____

Nature of Relationship: _____

2. Name of Reference: _____

Phone Number: _____ Email: _____

Nature of Relationship: _____

3. Name of Reference: _____

Phone Number: _____ Email: _____

Nature of Relationship: _____

Release of Information and Declaration of Intent

I give HOPE AWAITS MINISTRIES consent to verify the information provided herein and to contact the references listed. I further authorize all references to provide information concerning this application, my background, and my suitability for

employment, and I release each reference from any liability for providing such information.

I understand that if my character or morals are deemed by HOPE AWAITS MINISTRIES' leadership to be inappropriate and/or criminal at any time during my employment, HOPE AWAITS MINISTRIES will be entitled to terminate my employment without express cause or prior notice regardless of any other oral or written statement by HOPE AWAITS MINISTRIES prior to, at, or following the date of employment.

I understand that HOPE AWAITS MINISTRIES is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the Director in the fulfillment of my duties and will keep all information I encounter, in my role as an employee, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of HOPE AWAITS MINISTRIES, I will gracefully and quietly resign from my position with the organization. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign from my position with the organization.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for employment is true and correct. I understand that misrepresentation or omission of information will result in my disqualification from consideration for employment, or if employed my dismissal for just cause. I accept and agree to adhere to the Statement of Faith, Core Values and Mission Statement of HOPE AWAITS MINISTRIES.

Signature of Applicant _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of screening future staff. The information gathered here will be used for the purposes of supporting the ministries at HOPE AWAITS MINISTRIES.

Thank you for your interest in HOPE AWAITS MINISTRIES. We will contact you if you are selected for an interview.

Please send this form, along with your resume, to the Executive Director of Hope Awaits Ministries either through email or by mail:

Nicole Millage
Executive Director, Hope Awaits Ministries
390 First Ave E
North Bay, Ontario
P1B 1K1

Email: nicolemillage@hopeawaitsministries.com