



# HEART REACH NEIGHBORHOOD MINISTRIES

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This application is to be completed by all applicants for any position. It is being used to help Heart Reach Neighborhood Ministries provide a safe and secure environment for children/youth who participate in programs and use facilities at Heart Reach Neighborhood Ministries. We appreciate your interest in working with us.

## PERSONAL INFORMATION

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City & State

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Date of Birth

Are you at least 18 years of age or older? (Circle Yes or No)    Yes    No

If younger than 18 years of age, do you have a worker's permit?    Yes    No

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

Do you have a current CDL?    Yes    No

Can you provide verification of your eligibility to work in the US?    Yes    No

If no, what is your VISA status? \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Church Address: \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_



Position Desired:

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Length of time desired: Full Time    Part Time    Temporary    Seasonal    Internship

What prompted your decision to apply at Heart Reach Ministries?

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Have you ever applied here? Yes No If yes, Date: \_\_\_\_\_

Have you ever been convicted of a felony? Yes No (Do not include convictions that have been sealed/expunged or statutorily eradicated.)

Have you ever been convicted of a traffic violation? Yes No

If you answered yes to traffic violation convictions, please describe all convictions in the last 5 years:

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Have you ever been physically abused as a child? Yes No

Have you had any legal difficulties of any kind, including convictions or charges of child abuse or sexual molestation of a minor? Yes No If yes, please list and describe.

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Do you have any physical handicaps or conditions preventing you from performing certain types of activities related to working with children/youth? Yes No If yes, please explain:

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**SKILLS**

Please list relevant skills obtained from former employment, experience and/or with children/youth:

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**EDUCATION/TRAINING**

**High School**

**College/University**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) Attended: \_\_\_\_\_

Date(s) Attended: \_\_\_\_\_

Major: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Minor: \_\_\_\_\_

Diploma/Degree Obtained: \_\_\_\_\_

Diploma/Degree Obtained: \_\_\_\_\_

Date of Diploma/Degree: \_\_\_\_\_

Date of Diploma/Degree: \_\_\_\_\_

**College/University**

**College/University**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) Attended: \_\_\_\_\_

Date(s) Attended: \_\_\_\_\_

Major: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Minor: \_\_\_\_\_

Diploma/Degree Obtained: \_\_\_\_\_

Diploma/Degree Obtained: \_\_\_\_\_

Date of Diploma/Degree: \_\_\_\_\_

Date of Diploma/Degree: \_\_\_\_\_

**PREVIOUS EMPLOYMENT/EXPERIENCE**

**Present/Most Recent Employer**

Company: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

May We Contact (Y/N): \_\_\_\_\_

Date(s) of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer**

Company: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

May We Contact (Y/N): \_\_\_\_\_

Date(s) of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer**

Company: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

May We Contact (Y/N): \_\_\_\_\_

Date(s) of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous Employer**

Company: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_

May We Contact (Y/N): \_\_\_\_\_

Date(s) of Employment: \_\_\_\_\_

Starting Salary: \_\_\_\_\_

Ending Salary: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**REFERENCES**

**Employment Reference**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Employment/Educational Reference**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Employment/Volunteer Reference**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Employment/Personal Reference**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

The information contained in this application is correct to the best of my knowledge. I authorize any person(s), church and/or organization listed in this application to provide any information (including options) that they may have regarding my character and capacity to perform the responsibilities related to working with children/youth.

I agree to be bound to the bylaws and policies of Heart Reach Neighborhood Ministries, and I will refrain from any unprofessional/unscriptural behavior.

I understand that my legal background will be verified by Heart Reach Neighborhood Ministries' authorized staff through the Ohio Bureau of Investigation and/or the FBI. I give Heart Reach Neighborhood Ministries my permission to undertake this background check at their expense and further understand that any adverse information may affect my ability to volunteer at Heart Reach Neighborhood Ministries.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

*Applications will be considered based on qualification for the position regardless of sex, age, national origin, marital status or disability. As a religious organization, Heart Reach Ministries is permitted and reserves the right to prefer volunteers on the basis of religion: Title VII, Section 702-7, Rights Act of 1964: Applicants must hold principals which coincide with this organization's Statement of Mission.*