



# **APPLICATION OF EMPLOYMENT**

## **ORLANDO UNION RESCUE MISSION**

1521 W. WASHINGTON ST.  
ORLANDO, FL 32805  
(407) 423-2131  
OURM.ORG

*Colossians 3:23*

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

Dear Applicant,

Since you have expressed a desire to work with us, we would like to ensure you understand the purpose and work of the Orlando Union Rescue Mission. The Orlando Union Rescue Mission (OURM) is a non-denomination charitable organization founded in 1948 designed to bring the hungry, hurting, and homeless to new life, new goals, and a new future in Christ. Our housing facilities provide overnight, emergency shelter for men as well as transitional housing for men, women, and children.

Our programs include basic services of hot meals, showers, personal hygiene items and clean clothing. Our primary purpose, however, is to provide ways to rebuild their lives emotionally, physically, and spiritually through the saving power of Jesus Christ. We offer worship services, Bible Studies, biblical counseling, and rehabilitation programs. We believe Jesus Christ is the one person who can change a person from within - who can give meaning, purpose, and direction in life.

To carry out the goals of our ministry, we have people serving in many different capacities, such as: Administration, Biblical Case Managers, Data Entry, Development, Community Engagement, Volunteer Services, Food Services, Retail through O.U.R.M' s Bargain Store, etc.

If the position you are currently seeking is not available, your application will be kept active for six months.

Each application is carefully evaluated. We will contact you if you qualify for the position for which you applied. Thank you for considering the Orlando Union Rescue Mission as a place to use the skills, knowledge, and abilities God has given you.

-The O.U.R.M Family

### **DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY**

Dept./Division: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Pay Rate: \$ \_\_\_\_\_

Hire Date: \_\_\_\_\_ Full-Time    Part-Time    Salary    Ex    Temp

# PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How long at address? \_\_\_\_\_

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

How long at previous address: \_\_\_\_\_ Are you over the age of 18? (  ) Yes (  ) No

Are you a citizen of the United States? (  ) Yes (  ) No

Languages you can read, speak and write fluently: \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic violation? (  ) Yes (  ) No

If yes, please explain: \_\_\_\_\_

## **Emergency Contact:**

Name: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

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

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# EMPLOYEE INFORMATION

Position Applying For: \_\_\_\_\_ Salary/Hourly Rate Expected: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

I Am Available: (  ) Full Time (  ) Part Time (  ) Temporary

Have you ever applied for employment with us before? (  ) Yes (  ) No

Have you ever been employed with us before? (  ) Yes (  ) No If yes, what year(s): \_\_\_\_\_

What prompted you to apply: (  ) Our Purpose (  ) Friend (  ) Church (  ) Ad

Other: \_\_\_\_\_

# EMPLOYMENT HISTORY

List your present or most recent employer first and work backward. Please give accurate, complete, full-time and part-time information. If you do not possess all this information, we strongly encourage you to obtain it for your application materials. Incomplete information may delay or disqualify your application for employment:

Name of Most Recent Employer: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employed (Month/Year): From: \_\_\_\_\_ To \_\_\_\_\_ Name While Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_ Responsibilities: (List Below)

Name and Position of Immediate Supervisor: \_\_\_\_\_

Starting: Pay Rate: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

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

Name of Employer: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employed (Month/Year): From: \_\_\_\_\_ To \_\_\_\_\_ Name While Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_ Responsibilities: (List Below)

Name and Position of Immediate Supervisor: \_\_\_\_\_

Starting: Pay Rate: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

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

# EMPLOYMENT HISTORY CONT.

Name of Most Recent Employer: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employed (Month/Year): From: \_\_\_\_\_ To \_\_\_\_\_ Name While Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_ Responsibilities: (List Below)

Name and Position of Immediate Supervisor: \_\_\_\_\_

Starting: Pay Rate: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

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

Name of Employer: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employed (Month/Year): From: \_\_\_\_\_ To \_\_\_\_\_ Name While Employed: \_\_\_\_\_

Position Held: \_\_\_\_\_ Responsibilities: (List Below)

Name and Position of Immediate Supervisor: \_\_\_\_\_

Starting: Pay Rate: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

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

Provide ANY ADDITIONAL INFORMATION (attached resume acceptable) you believe will help us regarding your experience and/or other special qualifications not listed elsewhere in this application:

# REFERENCES

## EMPLOYER

Please list name of Reference, Phone #, Email and Relationship:

1. \_\_\_\_\_

2. \_\_\_\_\_

## PERSONAL

Please list name of Reference, Phone #, Email and Relationship:

1. \_\_\_\_\_

2. \_\_\_\_\_

# PERSONAL RELATIONSHIP WITH JESUS

It is our desire that all employees feel comfortable within the Christian environment here at Orlando Union Rescue Mission. Because of the unique nature and purpose of our organization, all employees are expected to be able to share with business associates, guests and visitors his or her experience of having a personal relationship with Jesus Christ.

Please give a brief statement of your personal relationship with Jesus Christ and how it began.

Name of Place of Worship and Present Level of Church Involvement: \_\_\_\_\_

We would like to advise you that we may conduct routine inquiries of this application that will provide us with pertinent information concerning your work abilities, character, general reputation and mode of living.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady continuous work, we have no employment contracts, and we cannot guarantee the permanence of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to work rules, job performance, etc. And of course, employees may elect to leave on their own.

By my signature below, I authorize each employee and reference that I have listed to release to the Executive Director of the Orlando Union Rescue Mission, Inc. any and all information in his/her files and possession that would be pertinent to my qualifications for the position(s) for which I have applied with Orlando Union Rescue Mission, unless otherwise noted.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time.

**I declare by my signature below that the statements and information I have provided on this application are true and accurate to the best of my knowledge and belief. I understand that any intentional omission or misstatement of fact on this application will be sufficient cause for refusal to employ and/or cause for discharge.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_