## Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resource Department at OCRM.

### Personal Information

(Please type or print)

<table>
<thead>
<tr>
<th>Position(s) applied for:</th>
<th>Date of application (mm/dd/yy):</th>
</tr>
</thead>
</table>

**Referral source:**
- Printed ad
- Web site ad
- OCRM employee
- Relative
- Government Employment Agency
- Private Employment Agency
- Walk-in
- Other

**Name of source (if applicable):**

**Name:**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

**Address:**

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Home Phone:**

**Cell Phone:**

**E-mail Address:**

**Work Phone:**

**What is your communication preference?**

- [ ] phone
- [ ] email

**If necessary, best time to call:**

- [ ] a.m.
- [ ] p.m.

Which phone number?

**If you are under 18, can you furnish a work permit if needed?**

- [ ] Yes
- [ ] No

If no, please explain:

**Have you submitted an application here before?**

- [ ] Yes
- [ ] No

If yes, give date(s) and position(s) for which you’ve applied:

**Are you legally eligible for employment in this country?**

- [ ] Yes
- [ ] No

**Date available for work:**

**Desired salary range:**

**Type of employment desired:**

- [ ] Full-Time
- [ ] Part-Time
- [ ] Temporary
- [ ] Seasonal
- [ ] Educational
- [ ] Co-op/Internship

**Will you relocate if job requires it?**

- [ ] Yes
- [ ] No

**Can you perform the functions of this job with reasonable accommodation?**

- [ ] Yes
- [ ] No

**Will you work overtime if required?**

- [ ] Yes
- [ ] No

If no, please explain:

**Driver’s license number if driving is a part of the job:**

<table>
<thead>
<tr>
<th>Number</th>
<th>State</th>
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</thead>
</table>


Provide the following information of your past and current employers, as well as assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

**Employer #1 (Most Recent)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Dates Employed — From: To:</td>
</tr>
<tr>
<td>Title — Starting:</td>
<td>Ending:</td>
</tr>
</tbody>
</table>

Summarize type of work performed and job responsibilities:

<table>
<thead>
<tr>
<th>Immediate supervisor and title:</th>
<th>Reason for leaving:</th>
</tr>
</thead>
</table>

May we contact this reference? □ Yes □ No □ Later

**Employer #2**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Address:</th>
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</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Dates Employed — From: To:</td>
</tr>
<tr>
<td>Title — Starting:</td>
<td>Ending:</td>
</tr>
</tbody>
</table>

Summarize type of work performed and job responsibilities:

<table>
<thead>
<tr>
<th>Immediate supervisor and title:</th>
<th>Reason for leaving:</th>
</tr>
</thead>
</table>

May we contact this reference? □ Yes □ No □ Later

**Employer #3**

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<th>Name:</th>
<th>Address:</th>
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<tbody>
<tr>
<td>Phone:</td>
<td>Dates Employed — From: To:</td>
</tr>
<tr>
<td>Title — Starting:</td>
<td>Ending:</td>
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</tbody>
</table>

Summarize type of work performed and job responsibilities:

<table>
<thead>
<tr>
<th>Immediate supervisor and title:</th>
<th>Reason for leaving:</th>
</tr>
</thead>
</table>

May we contact this reference? □ Yes □ No □ Later

**Employer #4**

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<th>Name:</th>
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<tbody>
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<td>Phone:</td>
<td>Dates Employed — From: To:</td>
</tr>
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<td>Title — Starting:</td>
<td>Ending:</td>
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</table>

Summarize type of work performed and job responsibilities:

<table>
<thead>
<tr>
<th>Immediate supervisor and title:</th>
<th>Reason for leaving:</th>
</tr>
</thead>
</table>

May we contact this reference? □ Yes □ No □ Later

**Comment Here (for Gaps in Employment):**
Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background (job-related)

List last three (3) schools attended, starting with most recent.

<table>
<thead>
<tr>
<th>School (name and address)</th>
<th>Years</th>
<th>Degree/Diploma</th>
<th>GPA</th>
<th>Major</th>
<th>Minor</th>
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References

List names and telephone numbers of 3 business/work references who are NOT related to you, who are NOT previous supervisors and who do NOT work for the Rescue Mission. If not applicable, list three unrelated personal references.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone#</th>
<th>Years Known</th>
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</table>

Additional Information

List professional trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other protected status.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Offices Held</th>
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List special accomplishments, publications, awards, etc. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other protected status.

1.
2.
3.
4.

List any additional information you would like us to consider
Applicant Statement

I certify that all information provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the end of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

OCRM is an at-will employer and if I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT
Additional reading and signatures are required below

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement. By signing this application form, I do hereby give my consent to allow Orange County Rescue Mission to conduct a pre-employment background reference check and credit check.

Signature of Applicant

Date
STATEMENT OF FAITH

Please describe in the box below how you came to know Jesus Christ as your personal Savior, where your relationship with him is today and how this has resulted in you applying for a position with the Orange County Rescue Mission. Please use the back page of the application if you need more room.

EMPLOYEE STATEMENT OF FAITH ACKNOWLEDGMENT
(To be signed and the original given to Human Resources)

The Orange County Rescue Mission, Inc., (OCRM) operates in compliance with the provisions of all applicable federal and state nondiscrimination laws and regulations including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Pay Act, the Americans With Disabilities Act of 1990 and any applicable sections of the California Labor Code.

However, as a private, Christ-oriented, Bible-believing, nonprofit organization, OCRM reserves the right to exercise preference on the basis of religion in all of its employment decisions. No statement or information within this Employee Ministry Handbook is present to secure information to be used for the purpose of discrimination on any prohibited grounds.

Therefore, by signing this form, I acknowledge that I subscribe to the religious principles and tenets expressed below:

1. I believe that the scripture of the Holy Bible from Genesis through Revelation, contained in the “original manuscripts” were verbally and fully inspired by God, that they are inerrant in the original writings, and that they are the supreme and final authority of God.
2. I believe in one God; Father Almighty, and Jesus Christ, His only begotten Son, our Lord, and in the Holy Spirit; three in one.
3. I believe that Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary.
4. I believe that Jesus Christ was crucified, died, and was buried.
5. I believe that the third day after His crucifixion, Jesus Christ rose again, bodily, from the dead for the redemption of our sins and that we, through faith, will have eternal life.
6. I believe that Jesus Christ ascended into Heaven and is now sitting at the right hand of God, making intercession for us.
7. I believe that the Holy Spirit is to reprove the world of sin, righteousness and judgment, and guide us into all truths and abide with us always.
8. I believe that Jesus Christ shall come again with a shout, with the voice of the Archangel and trumpet of God and receive us unto Himself and where He is, there we may be also.
9. I have received the Lord Jesus Christ as my personal Savior and strive to follow Him in my daily life.
10. I do believe in the eternal separation from God for the unsaved.
11. I am a member in good standing and regular attendee of a Bible-believing Christian church, congregation or assembly.

Signature

Date

COMMUNITY COVENANT

Preface
Our mission is to minister the love of Jesus Christ to the Least, the Last, and the Lost. Our community members include the formerly homeless who are known as students, volunteer staff, paid staff, board members, and key ministry partners. Along with the privileges and blessings of membership in our community come responsibilities. We are not a church, but a para-church organization with a community of Christians who seek to live according to biblical standards. In order to fulfill our mission and purposes, the members of our community voluntarily enter into this covenant and embrace it sincerely.

The purposes of our Community Covenant are as follows:

- To foster a community that facilitates spiritual awakening and growth, redemption, recovery, healing and financial self-sufficiency.
- To daily devote our lives to Jesus Christ and to remove whatever may hinder us from His calling.
- To encourage one another to see that living for Christ involves dependence on God's Spirit and obedience to his Word, rather than a passive acceptance of prevailing practices.

Not a list of rules; but a statement of holy obligations joyfully chosen by forgiven sinners
saved and changed by grace through Jesus Christ,
our Lord and our All in All.

Our Affirmation of Biblical Standards
Our Community Covenant embraces the following truths set forth in the Bible:

“All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work.” (2 Timothy 3:16-17 NASB)

“For the word of God is living and active and sharper than any two-edged sword, and piercing as far as the division of soul and spirit, of both joints and marrow, and able to judge the thoughts and intentions of the heart.” (Hebrews 4:12 NASB)

The biblical foundation of community begins with Jesus' two great commandments: “You shall love the Lord your God with all your heart and with all your soul and with all your mind,” and, “You shall love your neighbor as yourself” (Matthew 22:37-40 NASB).

Acknowledging our dependence on the power and grace of God, the members of this community humbly covenant to live according to this ideal.
Our Commitment to Living the Christian Life
We believe these biblical standards will show themselves in a distinctly Christian way of life, an approach to living we expect of ourselves and of one another. This lifestyle involves practicing those attitudes and actions the Bible portrays as virtues and avoiding those the Bible portrays as sinful.

According to the Scriptures, followers of Jesus Christ will:

- Love God with our whole being and love our neighbor as ourselves. Christ-like love should drive all decisions, actions, and relationships (Matt. 22:37-40; Rom. 13:8-10; 1 John 4:7-12);
- Acknowledge the Lordship of Christ over all of life and thought, through wholehearted obedience to Jesus and careful stewardship in all areas of life: time, possessions, God-given capacities, and opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17);
- Show evidence of the Holy Spirit who lives within us, such as "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Gal. 5:22-23);
- Seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- Love and side with what is good in God's eyes, and hate what is evil in God's eyes (Amos 5:15; Rom. 12:9, 16:19);
- Uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- Treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20);
- Pursue unity and embrace ethnic diversity as part of God's design for humanity (Isa. 56:6-7; John 17:20-23; Acts 17:26; Eph. 2:11-18; Col. 3:11; Rev. 7:9-10);
- Uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and woman (Matt. 19:5; Heb. 13:4); flee from pornography, adultery, and homosexuality (Matt. 5:27-30; Rom. 1:26-27);
- Participate in the worship and activities of the local church, which forms the basic biblically-mandated context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15);
- Respect and submit to authority and rules, work as unto the Lord and do all things to the glory of God (Rom. 13:1-2; Eph. 6:7; 1 Cor. 10:31);
- Be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37); and
- Give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:7-8).

Conclusion
We desire to be a covenant community of Christians characterized by integrity and dynamic, Christ-like love, a place where the name of Jesus Christ is honored in all we do.

“Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.” (Philippians 4:8 NASB)

Signature

Date