



URBAN MISSION MINISTRIES, INC.

311 North 6th Street, Steubenville, OH 43952
 Phone:740-282-8010 Email: www.urbanmission.org

Personal Information

Full Name:				Date:	
	<i>Last</i>	<i>First</i>	<i>M.I.</i>		
Address:					
	<i>Street Address</i>			<i>Apartment/Unit #</i>	
	<i>City</i>		<i>State</i>	<i>Zip Code</i>	
Phone:	()	Email:			
Date Available:			Desired Salary:	\$	
Position Applied for:					Do we have permission to conduct a background check? YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please explain:		

Education

High School:		Address:			
From:		To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College:		Address:			
From:		To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other:		Address:			
From:		To:	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

References

Please list three professional references.

Full Name:		Relationship:			
Company:		Phone:	()		
Address:					

Full Name:		Relationship:			
Company:		Phone:	()		
Address:					

Full Name:		Relationship:			
Company:		Phone:	()		
Address:					

Previous Employment

Company:		Phone:	()
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:		To:	
Reason for Leaving:			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone:	()
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:		To:	
Reason for Leaving?			
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Military Service

Branch:		From:		To:	
Rank at Discharge:		Type of Discharge:			
If other than honorable, explain:					

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:	Date:
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The Urban Mission Ministries, Inc is an ecumenical Christian social service agency founded by and directly related to the United Methodist Church. The Urban Mission Ministries, Inc provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, orientation, or disability that does not prohibit performance of essential job functions. All matter relation to employment are based upon ability to perform the job, as well as dependability and reliability once hired.

We would like you to read our mission statement and goals and consider them in answering the following questions:

1. Why are you seeking this position?

2. What do you think this job will require of you?

3. Briefly describe your qualifications considering past work, education and religious experience which relates to the job for which you are applying.

4. What experiences have you had in working with the poor and low income population?

5. Have you worked in an urban environment? If yes, explain.

6. When someone says "it's confidential", what does that mean to you?

7. Name an instance when you've helped someone else without thinking of yourself.

We encourage you to add your resume to this application. Include anything you feel would be pertinent.

All final hiring is contingent up a 90 day probation period.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Application Received by: _____

Date: _____

Chosen for Interview _____ Yes _____ No

Interviewed by: _____

Date: _____

Date: _____

Hired Position/Program: _____

Salary: _____

Effective Date: _____

Hours: _____

Approved by: _____

Date: _____

Notes: _____