

# The Mustard Seed Ministry

## “Hope and a Future in the Hands of God”

### EMPLOYMENT APPLICATION

**EQUAL OPPORTUNITY EMPLOYER:** Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

#### GENERAL

NAME (Last)

(First)

(Middle Initial)

TELEPHONE (Area Code)

PRESENT ADDRESS

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?

☐ YES

☐ NO

ARE YOU AT LEAST 18 YEARS OF AGE?

☐ YES

☐ NO

IF NOT, DO YOU HAVE A WORK PERMIT?

☐ YES

☐ NO

HOW WERE YOU REFERRED TO THE MUSTARD SEED MINISTRY?

RELATIVES EMPLOYED BY The mustard seed ministry? (If any, give dates, positions)

HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED *NOLO CONTENDRE* TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):

☐ YES \_\_\_\_\_

☐ NO

*Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.*

#### POSITION APPLIED FOR

TITLE OR CATEGORY

SALARY REQUIREMENTS

DATE AVAILABLE

WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)

#### EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE YES NO		DEGREE
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

<div>WORK EXPERIENCE</div> <div>Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.</div>			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			
<div>ALL APPLICANTS</div>			
TYPING SPEED:			
PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:			
OFFICE MACHINES YOU CAN OPERATE:			

### **AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that The Mustard Seed Ministry will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of The Mustard Seed Ministry's review of this application and my candidacy for employment, I release The Mustard Seed Ministry and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so The Mustard Seed Ministry can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment. \_\_\_\_ \*Yes \_\_\_\_ \*No  
(\*Place your initials in the appropriate space to indicate and document your consent to this authorization.)

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Signature

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Date

### **JOB APPLICANT AGREEMENT**

I understand that The Mustard Seed Ministry requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by The Mustard Seed Ministry. The use of this application blank does not indicate there are positions open and does not in any way obligate The Mustard Seed Ministry.

I also authorize The Mustard Seed Ministry to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release The Mustard Seed Ministry from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of The Mustard Seed Ministry. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that The Mustard Seed Ministry has a similar right. I understand my employment by The Mustard Seed Ministry does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by The Mustard Seed Ministry. I also understand that The Mustard Seed Ministry has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the CPO of The Mustard Seed Ministry has authority to make any other agreement.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon The Mustard Seed Ministry's ability to verify this necessary information.

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Signature

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Date