



**CVRM**  
Coachella Valley  
Rescue Mission

# MINISTERIAL EMPLOYMENT APPLICATION

<b>GENERAL INFORMATION</b>			
Name			Date
Address		City	Zip
Home Phone	Work Phone	Cell Phone	Email Address
Position Sought		Salary Requirement	Date Available
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you at least 18 years of age? Are you legally eligible to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Please note that within 72 hours of employment, you will be required to submit an acceptable form(s) of identification proving that you are eligible for employment in the U.S.)			
Have you ever worked for Coachella Valley Rescue Mission before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide dates and under what name: _____			
Did you ever applied to Coachella Valley Rescue Mission before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide approximate dates and under what name: _____			
Successful candidates for positions requiring driving must prove they have a valid driver's license after they have been given a conditional offer of hire.			
Have you ever been discharged or asked to resign from a job?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:			
Are you aware of: Any reason why you should not work with children, youth, or others? <input type="checkbox"/> Yes <input type="checkbox"/> No If the answer to this question is "yes", please explain in detail: _____			
How did you hear about employment openings at the Coachella Valley Rescue Mission? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Family Member <input type="checkbox"/> Other _____			
<b>Language Proficiency:</b> <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Sign <input type="checkbox"/> Other: _____			
Name of relatives, who are currently employed by the Coachella Valley Rescue Mission:			

**EDUCATION**

Did you graduate from High School or were you awarded a GED High School Equivalency?  Yes

High School Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State: \_\_\_\_\_

No –

Highest Grade Completed \_\_\_\_\_ Zip: \_\_\_\_\_

Names and Location of Colleges, Universities, or Other School Attended

Major Field of Study &  
Degree(s) Received

**WORK EXPERIENCE – List your past employers (you may attach resume as long as it includes all information requested.)**

From	To	Name and Address of Employer	Position	Reason For Leaving

**REFERENCES – Please list 3 people (other than relative) who can attest to your work ethic, job performance, and ability. You may use co-workers, clients, vendors, supervisors, or others.**

Full Name of Reference	Phone Number	Present Business or Home Address

**VOLUNTEER ACTIVITIES – Describe Volunteer Work Relating to Position Being Applied for.**


**WHAT INTERESTED YOU IN WORKING FOR COACHELLA VALLEY RESCUE MISSION?**


**WHY DO YOU FEEL YOU ARE THE BEST CANDIDATE FOR THIS POSITION?**


**CERTIFICATION AND RELEASE OF INFORMATION – Read Carefully Before Signing.**

I certify that to the best of my knowledge and belief, all of the information I have provided on, or attached to this application is true, correct, complete, and made in good faith. I understand that a false statement on any part of this application may be grounds for disqualifying me for employment at the Coachella Valley Rescue Mission, or for firing me after I begin work there.

I consent to the release of information about my ability and fitness for employment by employers, schools, and other individuals and organizations to officially designated representatives of the Coachella Valley Rescue Mission.

I understand that nothing contained in this Employment Application, or in the granting of an interview, is intended to create an employment contract between the Coachella Valley Rescue Mission and myself for either employment or for any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Coachella Valley Rescue Mission. If an employment relationship is established, I understand that I am employed at-will and that either the Mission or I may terminate my employment at any time.

I understand if a job offer is made employment may be contingent upon a background clearance and the successful completion of a drug and alcohol test which may include providing urine, blood, and/or hair samples.

I understand that any employment offer is contingent upon my providing within three (3) working days of employment proof of identity and eligibility to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

I understand this application for employment shall be considered active for a period of time not to exceed six (6) months. If I wish to be considered for employment beyond this time period, I will need to inquire as to whether or not applications are being accepted and another application will have to be submitted.

I agree, consent, and understand that if employed by the Coachella Valley Rescue Mission, I will familiarize myself with and abide by all rules and regulations for employment with the Mission.

Signature

Date Signed

*We consider all applicants for positions open for public services equally without regard to race, creed, religion, color, sex, national origin, age, marital or veteran status, the presence of any physical or mental medical condition or disability, or any other legally protected status.*



Prospective employees will be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by Coachella Valley Rescue Mission (“CVRM”) is conditioned on the prospective employee testing negative for illegal substances.

I, \_\_\_\_\_, do hereby agree to submit to testing to be performed by an independent medical clinic or laboratory which has been certified by the National Institute on Drug Abuse (NIDA) for detection of drugs and alcohol. All expenses related to the test will be incurred by CVRM. I give permission for test results to be released to CVRM.

I understand that positive test results, refusal to be tested, or any attempt to affect the test results or test sample will result in withdrawal of any conditional employment offer I have received., or termination of employment, depending on when results are received.

If the test is positive, I understand that I will be given the opportunity to explain the results of this test.

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

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



**FAITH BASED ADDENDUM**

**Mission Statement:**

*“To serve those in need by sharing the saving grace of Jesus Christ through the provision of food, shelter, clothing, and spiritual recovery.”*

**Vision Statement:**

*As ministers of reconciliation, we are to facilitate the reconciliation of men and women to God, to themselves, and to society. Those in need of recovery due to loss of job, home, health, emotional, mental or spiritual support, or physical or substance abuse find themselves drawn to our ministry. We are to facilitate that reconciliation through the available means of this Mission, i.e. food, clothing, shelter, counseling, and discipleship. Through these modalities, we pave the way for them to be reconciled.*

**Coachella Valley Rescue Mission** believes reaching out to hurting men, women, and families to meet their physical needs first is showing the love of Jesus Christ regardless of their belief. Our Resale Boutiques, Food Ministry, Emergency Shelter, and Gateway Programs are open for service to everyone. Our actions of love without words in these ministry centers will be a testimony to draw the unbeliever to Christ. Our New Life Program and Operational support positions are open to those who agree to the Statement of Faith, Mission and Vision Statements.

**PERSONAL FAITH**

Are you a Christian?  Yes  No

Are you an active member in a Christian congregation and regularly attend weekly services?  Yes  No

May we contact the Pastor?  Yes  No

Pastor’s Name	Phone Number
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Name of Congregation:

Street Address: City:

**CHRISTIAN TESTIMONY – Provide A Short Paragraph Concerning Your Christian Faith.**


Do you have any issues or concerns regarding the Coachella Valley Rescue Mission Statement of Faith and Lifestyles, and the expectations for staff to conduct themselves in a way that glorifies Jesus Christ at all times, including non-work hours?  
 Yes  No If yes, please explain:



## STATEMENT OF FAITH AND LIFESTYLE

1. We believe the Scriptures of the Old and New Testament are the inspired Word of God, and the authoritative rule of faith and practice.
2. We believe there is one God, eternally existent in three persons, God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, God's only begotten Son, conceived by the Holy Spirit; in His virgin birth, sinless life, miracles and teachings; in His substitutionary atoning death, bodily resurrection, ascension into heaven to the right hand of the Father; and His personal, visible return to this earth.
4. We believe in the Holy Spirit who came forth from the Father and the Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ. We believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide.
5. We believe in the universal Church, the living spiritual body of which Christ is the Head and all regenerated persons are members.
6. We believe in the resurrection of both the saved and the lost: they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation.

We recognize that the Mission is a Christian ministry whose purpose is evangelistic in nature, and that the above statement reflects generally accepted tenants of that faith.

We also recognize that the Mission seeks to minister to people needing emergency services and assistance to rehabilitate their lives from destructive behaviors including, but not limited to, addictive behaviors or sexually permissive lifestyles that are contrary to generally accepted Christian beliefs.

We understand that our personal faith and lifestyle must reflect the behavior that models what we teach and will endeavor to live our lives as an example of such faith and lifestyle.

**I fully agree, without reservation, in the above Statement of Faith and Lifestyle.**

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

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



Please return reference. Attention Human Resources  
 PO Box 10660, Indio, CA 92202 or fax 760.347.8073

**PASTOR'S CONFIDENTIAL REFERENCE**

The individual listed in Section I is applying for a position at the Coachella Valley Rescue Mission and indicates that he/she is a part of your congregation. To assist in our evaluation of the applicant, please provide the information requested in Section IV and return in the attached reply envelope. All information provided will be kept in strict confidence. Thank you.

**SECTION I: General Information**

Applicant's Name		Phone Number	
Street Address	City	State	Zip Code

**SECTION II: Applicant's Statement and Authorization to Release Information**

I authorize you to assist the Coachella Valley Rescue Mission in evaluating my candidacy for employment by providing the information requested in Section IV. I hereby release you and your organization from all liability or responsibility for damages of any nature which may occur at any time as a consequence of complying with this request.

Applicant's Signature	Date
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**SECTION III: Church Information**

Pastor's Name		Phone Number	
Name of Congregation			
Street Address	City	State	Zip Code

**SECTION IV: Pastor's Reference**

Does the applicant regularly attend weekly church services?  Yes  No

How long has applicant attended your church?

**Please rate applicant on the following characteristics:**

Attitude: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Christian Ethics: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Integrity: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Reliability: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Teamwork: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Moral Behavior: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Please provide a brief description of applicant's character and involvement in the church especially any roles requiring leadership and ministry skills.

Pastor's Signature	Date
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Please return reference. Attention Human Resources  
 PO Box 10660, Indio, CA 92202 or fax 760.347.8073

**CONFIDENTIAL EMPLOYMENT REFERENCE**

The individual listed in Section I recently applied for a position at the Coachella Valley Rescue Mission and indicated previous employment by your business. To assist in our evaluation of the applicant, please provide the information requested in Section III. All information provided will be kept in strict confidence. Your response is appreciated. Thank you.

**SECTION I: Please Print Legibly**

Applicant	Previous Employer
Street Address	Street Address
City, State, Zip Code	City, State, Zip Code
	Phone Number

**SECTION II: Applicant's Statement and Authorization to Release Information**

I authorize you to assist the Coachella Valley Rescue Mission in evaluating my candidacy for employment by providing the information requested in Section III. I hereby release you and your organization from all liability or responsibility for damages of any nature which may occur at any time as a consequence of complying with this request.

Applicant's Signature	Date
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**SECTION III: Previous Employer's Statement**

Dates of Employment	Position Title
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**Please rate applicant on the following characteristics:**

Quantity of Work: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Adaptability: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Reliability/Attendance <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Quality of Work: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Teamwork: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Integrity: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Attitude: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		Conduct: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Reason Employment Terminated:

Would you rehire this individual?  Yes  No

Signature	Title	Date
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