



Application For Employment

Please print clearly:

Name (Last, First, M.I.):	Position Apply for (if known):
Street Address	Home Phone: Cell Phone:
City, State, Zip	Email Address:
Mailing address if different: Street Address	Today's Date:
City, State, Zip	
Emergency Contact: Name Relationship Phone # Cell #	Emergency Contact Address: Street Address: City, State, Zip

RETURN THIS APPLICATION TO:

Springfield Victory Mission
Human Resource Coordinator
P.O. Box 2884
1715 North Boonville
Springfield, MO 65801
Fax to (417) 708-8295

Name: _____

Applying for: Full Time Part Time Other

Available Date for Employment: _____ Referral Source: _____

Have you previously been employed by Springfield Victory Mission? __Yes __ No
If yes, please provide dates and supervisor's name: _____

Your response to the following question is voluntary and will be kept confidential:

Have you ever been convicted of a crime, either misdemeanor or felony, in a court of law or convicted through a court martial? __Yes __ No
If yes, please identify and provide dates(s) of conviction(s):

(Do not include arrests, court martials or other charges that did not result in a conviction. A record of conviction does not automatically disqualify you from employment consideration.)

As an employee of the Springfield Victory Mission, you are an important member of a Christian missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Because of the nature of these types of ministries, it is an absolute necessity that you possess and maintain a testimony and life style that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.

Explain the circumstances of when you were born again?

Church Affiliation: _____
City: _____ State: _____

Pastor's Name: _____

Briefly describe your spiritual gifts:

Briefly explain why you are seeking employment at the Springfield Victory Mission:

Marital Status: Single Married Divorced Separated
Spouses Name: _____ Occupation: _____ Emergency _____

Current Drivers License # _____ Class _____

Have you been convicted a moving violation? __ Yes __ No Explain: _____

Name: _____

Educational Background

High School Name	Location		Graduation Date:
College/Technical School	Location:	Degree Earned:	Graduation Date:
College/Technical School	Location:	Degree Earned:	Graduation Date:

Employment Experience

Please complete this section even if you have attached a resume.
Previous employers – beginning with your most recent experience. Include civilian, military and volunteer experience.

Name of Current/Most Recent Employer: _____ Start Date: _____ End Date: _____

Address (City, State, Zip) _____

Describe the responsibilities of your position: _____

Name and title of immediate supervisor _____

May we contact? Yes No Phone _____

Name of Employer: _____ Start Date: _____ End Date: _____

Address (City, State, Zip) _____

Describe the responsibilities of your position: _____

Name and title of immediate supervisor _____

May we contact? Yes No Phone _____

Name of Employer: _____ Start Date: _____ End Date: _____

Address (City, State, Zip) _____

Describe the responsibilities of your position: _____

Name and title of immediate supervisor _____

May we contact? Yes No Phone _____

Name: _____

Professional / Personal References

Name: _____ Phone: _____ How long has this person known you: _____

In what capacity has this reference known you? _____

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In what capacity has this reference known you? _____

Name: _____ Phone: _____ How long has this person known you: _____

In what capacity has this reference known you? _____

Agreement and Certification

My signature below constitutes full acceptance of this application in its entirety and certifies that the information provided herein is true and correct to the best of my knowledge.

I voluntarily authorize Springfield Victory Mission to make investigations of my person, employment, and other related matters as may be necessary in arriving at an employment decision or verifying information related to my application. I hereby release from all liability all persons or entities supplying or collecting such information. If I am offered employment, I understand that I have deliberately omitted or given false or misleading information in this application, my resume (if any) or interview(s) I may be discharged. If Springfield Victory Mission accepts me for employment, I agree to abide by all of the Springfield Victory Mission's policies and practices during my employment.

If I am employed, I understand that I will be required to sign agreements regarding my lifestyle and values.

If I am employed, I understand that my employment is "at will" and for no definite period of time. Either Springfield Victory Mission or I may terminate my employment at any time, with or without cause and with or without notice. .

The Springfield Victory Mission is a non-profit corporation existing for the sole purpose to spread the gospel of Jesus Christ to the poor, needy and less fortunate of our community and as such does not provide unemployment benefits.

Signature of Application: _____ Date: _____

Office Use Only

Veteran: ___ Yes ___ No

Branch of Service: _____