

Application for Employment



**Hesed Ministries
International**

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Statement of Values

Dear Applicant:

Welcome to Hesed Ministries International. Prior to completing the application for employment, please understand that we are serious about creating a productive working environment for our staff and maintaining the highest levels of excellence, quality of service and attention for the constituents we serve.

Our ethics and standards of excellence serve as our guiding principles as a non-profit organization:

Mission and Program

Nonprofits are founded for the public good and operate to accomplish a stated purpose through specific program activities. Hesed Ministries International has a well-defined mission, and our programs effectively and efficiently work toward achieving that mission. We have an obligation to ensure program effectiveness and we devote the resources of the organization to achieving our stated purpose.

Governing Body

Hesed Ministries International is governed by an elected, volunteer board of elders who serve as directors, consisting of individuals committed to the vision and mission of the organization. It is the board's responsibility to establish management policies and procedures, assure that adequate human resources (volunteer or paid staff) and financial resources (earned income, government contracts and grants, and charitable contributions) are available, and actively monitor the organization's financial and programmatic performance.

Conflict Of Interest

Hesed Ministries International's board and staff members act in the best interest of the organization, rather than in furtherance of personal interests or the interests of third parties. We have policies in place, and routinely and systematically implement those policies, to prevent actual, potential, or perceived conflicts of interest.

Human Resources

Our relationship to our employees and volunteers are fundamental to our ability to achieve our vision and mission. Volunteers occupy a special place at Hesed Ministries International, serving in governance, administrative and programmatic capacities. Our human resource policies address paid employees and volunteers, are fair and equitable, establishing clear expectations, and provide for meaningful and effective performance evaluation.

Financial And Legal

Nonprofits must practice sound financial management and comply with a diverse array of legal and regulatory requirements. Hesed Ministries International's financial system assures that accurate financial records are kept and that HMI's financial resources are used in furtherance of the organization's charitable purposes. HMI conduct periodic reviews to address regulatory and liability concerns.

Openness

Hesed Ministries International is a private corporation which operates for public purposes with public support. As such, HMI provides the public with information about its mission, program activities, and finances. HMI is also accessible and responsive to members of the public who express interest in the affairs of the organization.

Fundraising

Charitable fundraising provides an important source of financial support for the work of most nonprofit organizations. HMI's fundraising programs are maintained on a foundation of truthfulness and responsible stewardship. HMI's fundraising practices are consistent with our mission, compatible with our organizational capacity, and respectful of the interests of donors and prospective donors.

Public Affairs and Public Policy

Hesed Ministries International provides an important vehicle through which individuals organize and work together to improve our communities. HMI represents the interests of the people we serve through public education and public policy advocacy, as well as by encouraging board members, staff, volunteers and constituents to participate in the public affairs of the community.

We want you to understand that we also believe in living our values, which are foundationally based in the tenants of our Christian beliefs and the teachings of the Lord Jesus Christ:

- We believe in expressing God's faithfulness and love while performing acts of redemption with strength and steadfastness.
- We believe in extending mercy and generosity; protecting, nurturing and blessing those in need.
- We believe in being set apart in establishing God's covenant by grace.
- We believe in walking in righteousness, justice, loving-kindness, mercy and faithfulness.
- We believe in doing business in an excellent and orderly manner with honesty and integrity.
- We believe that only a happy and professional staff can give the level of personal service we demand.
- We believe in the ongoing training and development of our staff and see it as a worthy investment in the individual which is the future of the company.
- We believe in providing legendary service – the unique and powerful sort of personal care, love and attention that our guests tell stories about.
- We believe that everyone is capable of maximum productivity in accordance with their life's purpose.

... To operate in the authority and grace of God in making and keeping the covenant of God based upon our specific purposes and responsibilities.

If this feels like an environment for you, please complete the application.

Hesed Ministries International
Human Resources Department

Hesed Ministries International - Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, veteran status or any other legally protected status.

**** PLEASE PRINT CLEARLY ****

Position(s) applied for _____ Date ____/____/____

How did you find out about this job? Internet Employee Walk-in Relative Other _____

Why are you seeking a new job at this time? _____

Applicant Information

First Name _____ Middle _____ Last _____

Street Address _____ Social Security No. _____

City/State/Zip _____ Phone (____) _____

If hired, do you have a reliable means of transportation to get to work? _____ Describe _____

Are you at least 18 years old? _____ If you are under 18 years of age, can you furnish a work permit? _____

If the job you are applying for requires driving: Driver's License No. _____ State _____ Expiration Date _____

Are you legally eligible for employment in the U.S.? _____ (Proof of U.S. citizenship or immigration status is required if hired.)

Have you been convicted of a crime? (Massachusetts applicants should not include misdemeanor convictions; California applicants should not include marijuana-related convictions that occurred more than 2 years prior to the application date.) Yes No If yes, state the nature of the offense and disposition of the case. Include dates and places. (NOTE: The existence of a criminal record does not constitute an automatic bar to employment.)

Are you a veteran? _____ If yes, give dates of service: From _____ To _____

List any special skills or training: _____

Employment Information

Are you seeking full time, part time or temporary employment? _____

What hours and shift(s) would you prefer to work? _____

List times you are not available to work? _____

Are you willing to work overtime? _____ Weekends? _____ Holidays? _____

Are you currently employed? _____ If hired, when would you be able to start? _____

Have you ever worked for this organization before? _____ If yes, name used: _____

List any friends or relatives employed by this company: _____

Have you ever been discharged or asked to resign from any position? _____ If yes, please describe: _____

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation? _____ Please describe which tasks, if any, you will need accommodation to perform, and explain what type of accommodation you will need: _____

Please describe: _____

Education (circle highest level achieved)

Elementary: 1 2 3 4 5 6 7 8	Secondary: 9 10 11 12 G.E.D	College: 1 2 3 4 5 6 7 8
Name of School: _____	Name of School: _____	Name of School: _____
Location of School: _____	Location of School: _____	Location of School: _____
If in high school, are you enrolled in a recognized co-op program? <input type="checkbox"/> Yes <input type="checkbox"/> No		Degree & Major: _____
If yes, identify program and school: _____		Minor: _____

Work History (please begin with most recent)

1. Company _____ Phone No. with Area Code (_____) _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
2. Company _____ Phone No. with Area Code (_____) _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
3. Company _____ Phone No. with Area Code (_____) _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____
4. Company _____ Phone No. with Area Code (_____) _____
Address _____ City/State/Zip _____
Dates of Employment: From _____ To _____ Salary: Beginning _____ Ending _____
Job Title _____ Supervisor's Name & Title _____
Describe duties briefly: _____
Specific reason for leaving: _____

For references purposes: Have you worked for any of these organizations or attended school under a different name? _____
If yes, give name and organization(s) _____

May we contact the employers listed above? _____ If not, list the employers you do not wish us to contact and why:

Authorizations & At-Will Employment Agreement

(Please read carefully, then sign and date below)

I certify that I have personally completed this application. I declare that the information provided in this employment application is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify this company if I should be convicted of a crime while my job application is pending or during my employment, if hired.

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I specifically authorize and direct my current and former employers to supply employment-related information to this company and do hereby release my current and former employers from liability for providing information to this company.

Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer.

I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request within a reasonable period of time, I will be notified as to the nature and scope of such investigations.

I hereby agree to submit to any drug test required of me, whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a post-job offer physical examination and my employment, in the event I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job-related, I hereby authorize the limited release and exchange of such medical information relating to my condition between the treatment provider and a company-designated physician.

AT-WILL EMPLOYMENT AGREEMENT

I understand and agree that nothing contained in this application, or conveyed during any interview is intended to create an employment contract between the company and me. In addition, I understand and agree that if you employ me, in consideration of my employment, my employment and compensation will be at-will, for no definite period of time, and may be terminated at any time, for any reason, or for no reason at all. I understand that only the company's President is authorized to change the employment-at-will status and such a change can only be done in writing. I have read, understand, and agree to the above.

Signature _____ Date _____

Name (please print) _____

MASSACHUSETTS EMPLOYMENT ONLY: An application for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

MASSACHUSETTS & MARYLAND EMPLOYMENT ONLY: An employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and/or subject to criminal penalties and civil liabilities.