



Staff Application

The Hope Center is committed to following extensive procedures in the recruitment, vetting, selection and training of all staff members or prospective staff members serving within Hope Center ministries. We believe that one way to help ensure the protection and safety of our clients, youth, staff, and servants is by maintaining very specific screening and selection procedures and processes. The following application is one of the first steps we've taken to ensure the safety of all those visiting the Hope Center or participating in some way with one of our programs.

Applicant Information

Applicant Full Name: _____

Age: _____ Gender: _____ Ethnicity: _____ Birthday: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Best way to reach you (circle one): phone email text

Can we communicate with you via text (circle one)?: yes no

Would you like to receive text and/or email updates (circle one): yes no

Occupation: _____ Employer: _____

Relationship Status: _____ Spouse Name if Applicable: _____

Home Church: _____

Pastor's Name: _____ Pastor's Contact: _____

Number in household from: 0 – 17 _____ 18 – 30 _____ 31 - 59 _____ Over 60 _____

Are you currently being assisted by any of the following programs: (circle all that apply)

Ohio Works First

WIC

Public Childcare

Head Start

Medicare/Medicaid



Social Security Number: _____ - _____ - _____

Date available to start: _____

Desired Salary: \$ _____ Position Applying For: _____

Are you a US citizen?: YES NO Are you eligible for work in the United States?: YES NO

Have you ever worked for the Hope Center?: YES NO If yes, when?: _____

Have you ever been convicted of a felony? If yes, please explain. YES NO

Education

High School: _____ City/State: _____

Dates Attended: _____ to _____ Did you graduate?: YES NO

Diploma: _____

College: _____ City/State: _____

Dates Attended: _____ to _____ Did you graduate?: YES NO

Diploma: _____

Other: _____ City/State: _____

Dates Attended: _____ to _____ Did you graduate?: YES NO

Diploma: _____



References

Please provide three professional references:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Supervisor: _____

Phone: _____ Email: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Dates Employed: from _____ to _____ Reason for Leaving: _____

May we contact this employer?: YES NO



Company: _____ Supervisor: _____

Phone: _____ Email: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Dates Employed: from _____ to _____ Reason for Leaving: _____

May we contact this employer?: YES NO

Company: _____ Supervisor: _____

Phone: _____ Email: _____

Address: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

Dates Employed: from _____ to _____ Reason for Leaving: _____

May we contact this employer?: YES NO

Military Service (if applicable)

Branch: _____ Years Served: from _____ to _____

Rank at Discharge: _____ Discharge: _____



Please help us get to know you by completing the questions below

1. Why do you want to serve on staff at the Hope Center?

2. What do you hope to gain by serving on staff at the Hope Center?

3. What experience, if any, do you have serving or working with students or children?

4. Please list any experience you may have in ministry, volunteering, or advocacy especially.

5. What are you passionate about?

6. What are your strengths?

7. What are your weaknesses?



8. If you had to describe yourself using no more than 5 words, they would be

9. On a scale of 1 (unknowledgeable) to 5 (completely knowledgeable), how knowledgeable are you about various mental health and/or poverty issues and their impact on our community?

1 2 3 4 5

10. On a scale of 1 (uncomfortable) to 5 (completely comfortable), how comfortable are you working with students who have various mental health/poverty issues. (Examples may include depression, despondency, social anxieties, loneliness/isolation, low self-worth, anger, behavior issues, academic problems, broken families and/or guardianship; transportation, hunger, financial strain, etc.)

1 2 3 4 5

11. On a scale of 1 (uncomfortable) to 5 (completely comfortable), how comfortable are you in extremely diverse situations (diversity of religion, ethnicity, sexuality, political belief, economic standing, etc.)?

1 2 3 4 5

12. On a scale of 1 (uncomfortable) to 5 (completely comfortable), how comfortable are you in sharing the Gospel message with students and families who have never heard it or are of a different faith?

1 2 3 4 5

13. Please list any additional information about yourself that might assist the Directors Team and Board in getting to know you.

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: _____