



Shelter KC Pre-Employment Forms

Table of Contents

- 1. Guiding Principles**
- 2. Statement of Belief**
- 3. Questionnaire for Applicants**
- 4. Shelter KC Employment Application Form**
- 5. Application Form Waiver**

Shelter KC's Guiding Principles

MISSION STATEMENT

Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery and re-entry, empowering those we serve to reach their full potential.

OUR VISION

People served by Shelter KC are able to live in community in balanced and interdependent lives with Christ.

ORGANIZATIONAL VALUES

1. **God as our Source**

This ministry belongs to God, therefore we trust Him for direction and all the resources necessary to accomplish what He has called us to do.

2. **The Great Commandment and the Great Commission**

Our calling compels us to love God above all and to love our neighbors as ourselves. This love reveals itself through absolute surrender to God's will, and a commitment to communicate the gospel through our lifestyles, our attitudes and our words.

3. **Dignity of the Individual**

We are committed to treat others as we would want to be treated, to reflect Jesus in every encounter, to be good listeners, compassionate responders, gracious, fair and godly ministers.

4. **Holistic Approach**

Shelter KC's ministry addresses the whole person: body, mind and spirit.

5. **Accountabilities for Success**

We hold our clients and guests accountable to reach for high but achievable standards of behavior and character.

6. **Integrity and Truthfulness**

We are committed to holding ourselves to the highest standard of accountability in character, conduct and conversation before God and others.

7. **Pursuit of Excellence**

We are committed to "go the extra mile" and to give attention to the details to provide the highest quality possible in every area within the organization.

STATEMENT OF BELIEF

The spiritual beliefs upon which Shelter KC was founded and that continue to drive it are outlined below. Adherence to these beliefs is common to all Shelter KC employees.

We believe:

1. In one God: Father, Son and Holy Spirit
2. The Bible is the Word of God, fully inspired by God, and tells us everything we need to know about grace, faith and salvation.
3. That all persons are separated from God because of sin and that sin impacts our nature as well as our actions.
4. Jesus Christ died for everyone, and anyone who turns to Him in faith and trusts in Him is forgiven.
5. Followers of Jesus are called to become Christ-like disciples through the work of the Holy Spirit, empowering them to live and love as Jesus did.
6. Those who are forgiven and filled with the Spirit receive the gift of assurance of salvation and the hope of eternal life.
7. Our Lord will return, the dead will be raised, all will be judged righteous or unrighteous and the righteous will reign with God forever.

Questionnaire for Applicants

Shelter KC

Thank you for your interest in working for Shelter KC and the people we serve. God works miracles here every day - offering freedom and hope to our poorest neighbors, empowering them to reach their full potential.

We trust that God will send the right person with all the skills and experience we need at this time. Please take the time to review this questionnaire. If you remain interested, please complete and return it as soon as possible to the HR Manager at Shelter KC.

Your Name: _____

Date: _____

Phone: _____

Email: _____

1. What do the Shelter KC values tell you about Shelter KC?
2. Please explain why you would like to work for Shelter KC?
3. We are a Christian ministry. To you, personally, who is Jesus Christ?
4. Tell us about your previous ministry experience/involvement.
5. If you are currently employed, why are you willing to leave? If not currently employed, why did you leave your last employer?
6. List five words or phrases that best describe you.
7. What has been the most important/valuable correction/criticism you have received?
8. Within the workplace, what has been the greatest compliment you have been given?

9. Describe your work ethic.

10. Please rate yourself in the following areas on a scale of 1-10, 1 being lowest, 10 being highest.

Verbal Sills _____
Written Skills _____
Attendance _____
Inter-personal Skills _____
Problem Solving _____
Attitude _____

Organization _____
Reliability _____
Judgment _____
Time Management _____
Spiritual Maturity _____
Computer Skills _____

11. Describe your relationship with Jesus Christ.

Shelter KC Employment Application Form

**PLEASE PRINT ALL
INFORMATION
REQUESTED EXCEPT
SIGNATURE**

**APPLICATION FOR EMPLOYMENT
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS**

PLEASE COMPLETE ALL PAGES DATE _____

Name _____

Last First Middle

Present address _____

Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work

and salary desired (2) _____ No Pref _____ Thur _____

(Be specific) Mon _____ Fri _____

Tue _____ Sat _____

Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work? _____

Driver's license number _____ State of issue _____ Operator Commercial (CDL)

Chauffeur

Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

Typing	<input type="checkbox"/> Yes	_____ WPM	10-key	<input type="checkbox"/> Yes	Word Processing	<input type="checkbox"/> Yes	_____ WPM
	<input type="checkbox"/> No			<input type="checkbox"/> No		<input type="checkbox"/> No	
Personal Computer	<input type="checkbox"/> Yes	PC <input type="checkbox"/>	Other	_____			
	<input type="checkbox"/> No	Mac <input type="checkbox"/>	Skills	_____			

Please list two character references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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APPLICATION FOR EMPLOYMENT

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past ten years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates From To	Pay or salary Start Final
Your Last Job Title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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APPLICATION FOR EMPLOYMENT

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Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

Are you able to perform all required duties of the job for which you applied, with or without accommodation?
 Yes No

Note: Certain positions may require that a physical exam be taken upon a conditional offer of employment.

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Shelter KC, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other organizational practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Shelter KC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the organization. Both the undersigned and Shelter KC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the organization may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Shelter KC permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Shelter KC from any liability as a result of such contact.

I also understand that (1) Shelter KC has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I have read, understand, and fully subscribe to and support the Statement of Faith and Qualifications for Employment of Shelter KC. Furthermore, I understand that because Shelter KC is a Christ-centered organization that my continuing employment with Shelter KC is in part subject to and conditioned upon continually affirming and subscribing to the Statement of Faith and Qualifications for Employment. I understand and agree that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the USA. In consideration of my employment, I agree to conform to the rules and standards of Shelter KC and that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of Shelter KC.

Signature of applicant _____

Date: _____

Thank you for completing this application form and for your interest in Shelter KC.