

# UNION GOSPEL MISSION

## Application for Employment

**Union Gospel Mission  
Association of Spokane**

1224 E Trent Ave.

Spokane, WA 99202

(509) 535-8510

(509) 535-0315

**INSTRUCTIONS:** Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check with us to keep it current and active. Be sure to sign and date the application. *Please print.*

Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_ Email \_\_\_\_\_

Expected pay \$ \_\_\_\_\_/hour \$ \_\_\_\_\_/year  negotiable

Would you accept full-time work?  Yes  No

Would you accept part-time work?  Yes  No If yes, how many hours? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Have you ever been employed here before?  Yes  No When \_\_\_\_\_

Special training or skills that would be of special benefit in the job for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in the United States?  No  Yes

(If yes, proof is required upon conditional offer of employment)

### For Official Use Only

Applicant # \_\_\_\_\_

Employee # \_\_\_\_\_

Hire Date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Attachments

Statement Expectations

Personal Statement of Faith

Resume

Applicant Reference Check

Employee Information

Professional Cert. or Lic.

## Education Background

School	Name and Address (city/state) of school	Course of study	Did you graduate?	Degree or diploma
--------	---	-----------------	-------------------	-------------------

High School

Yes  No

College

Yes  No

Graduate School

Yes  No

Vocational Training-other

Yes  No

List involvement in professional or civic organizations relevant to the position for which you applied.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Professional References

List your most recent employer first. Please place a (√) by your current employer if you **do not** want us to contact them.

1. Current Employer: \_\_\_\_\_ Address (city, state): \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date Employed: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Work Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
2. Employer: \_\_\_\_\_ Address (city, state): \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date Employed: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Work Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
3. Employer: \_\_\_\_\_ Address (city, state): \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date Employed: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Work Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_
4. Employer: \_\_\_\_\_ Address (city, state): \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Date Employed: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Work Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## Personal References

(Other than family members or previous employers, and, preferably references you have known for five years or more)

1. **Pastor or current spiritual leader (e.g., Bible study leader)**  
Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
In what capacity have you known this individual? \_\_\_\_\_  
Length of acquaintance \_\_\_\_\_ years Email address: \_\_\_\_\_
2. **Personal reference (OR Union Gospel Mission staff)**  
Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
In what capacity have you known this individual? \_\_\_\_\_  
Length of acquaintance \_\_\_\_\_ years Email address: \_\_\_\_\_
3. **Personal reference (OR Union Gospel Mission staff)**  
Name: \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
In what capacity have you known this individual? \_\_\_\_\_  
Length of acquaintance \_\_\_\_\_ years Email address: \_\_\_\_\_

## Personal Statement of Faith

Briefly share your personal testimony and how your relationship with Jesus Christ has changed your life. Use an additional sheet of paper if necessary.

## Church Affiliation

Church Name \_\_\_\_\_ How long attended? \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Email \_\_\_\_\_

## Applicant's Statement

A (√) indicates you agree to the following in the event of job acceptance:

- I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete.
- I also agree and understand that any false or misleading information or significant omissions may disqualify me from consideration for employment or result in my immediate dismissal.
- I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, state or federal law enforcement authorities.
- I understand that, if hired, my employment is not for any specific period or duration and is terminable at will by the employer or me at any time with or without cause or notice. I understand this application is NOT A CONTRACT.
- I agree to present personal identification as defined within the I-9 verification form and proof of U.S. citizenship or documentation of my authorization to work.

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

## Applicant's Certification

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by Union Gospel Mission or any of its agents unless I have indicated on this form to the contrary.

I understand and agree that:

- Any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.
- All offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.
- A routine inquiry may be made during the processing of this application and I authorize Union Gospel Mission and their representatives to consult with administrators/supervisors/references and academic institutions with which I have been associated and with others who may have information bearing on my professional competence.

I release from liability Union Gospel Mission as well as any and all individuals, corporations or organizations for furnishing such information.

**DISCLOSURE OF A CRIMINAL CONVICTION** – In compliance with Washington's Fair Chance Act, applicants will not be asked about criminal history until after UGM determines if the applicant is otherwise qualified for the job. Conviction will not necessarily result in disqualification from employment. Each circumstance will be individually considered.

I understand that because Union Gospel Mission is a 501(c)3 Christian ministry, whose purpose is to share the gospel of Jesus Christ, employment with Union Gospel Mission is subject to acceptance, agreement, and subscription to the organization's Statement of Faith and Statement of Purpose and Expectations upon hire and continuously while employed with Union Gospel Mission.

If offered employment and if I accept, I agree to conform to the rules and standards of the Union Gospel Mission and I understand 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 my employer.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*The Union Gospel Mission is a 501(c)3, charitable, non-profit, Christian organization. Union Gospel Mission has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We further reserve the right to discriminate or designate certain positions when a bonafide occupational qualification exists. It is the policy of Union Gospel Mission to grant equal opportunities for employment to all qualified individuals without regard to race, color, sex (including pregnancy), national origin, marital status, ancestry, age, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, honorably discharged military or veteran status, genetic characteristic or any other legally protected status.*

Please review these important features of  
**OUR HIRING PROCESS**

Thank you for your interest in Union Gospel Mission. We take great pride in the quality of our staff, and we are very careful in selecting them. They are at the forefront of our ministry to homeless men, women and children, and our effectiveness and integrity as a ministry depend on the work they do.

The questions and answers below will take you step by step through our hiring process. If you have any other questions, we'll be happy to answer them.

**Q. When do you schedule interviews?**

**A.** Union Gospel Mission schedules interviews only after receiving an official completed application form for a current vacancy.

**Q. What must I do to complete an application?**

**A. First**, read the attached STATEMENT OF PURPOSE AND EXPECTATIONS. This tells you about our mission, goals, and high standards and expectations of all who work here.

**Second**, complete your PERSONAL STATEMENT OF FAITH. This tells us about your understanding of God, the Scriptures, and basic tenets of the Christian faith.

**Third**, sign below showing you understand OUR HIRING PROCESS.

**Fourth**, fill out the application and attached forms. You may email them to:

[human.resources@uniongospelmission.org](mailto:human.resources@uniongospelmission.org), or mail them to Human Resources, P.O. Box 4066, Spokane, WA 99220, or drop them off at 1224 E Trent.

**Q. How long is my application considered active?**

**A.** Your application is active for 60 days, or the end of the hiring process you are in. To be considered for openings after that, an updated application will be required.

**Q. What are the steps in the hiring process?**

**A.** We conduct job-related testing and team interviews to learn about you and your abilities before hiring decisions are made. Those selected for the next step will be contacted.

**Q. What if I have questions?**

**A.** Hiring is a two-way process. We encourage you to ask questions, and we will do our best to answer them. If you have a question, email Sue Rima at [sue.rima@uniongospelmission.org](mailto:sue.rima@uniongospelmission.org).

*I understand the Hiring Process of the Union Gospel Mission:*

---

Signature

---

Date

## Statement of Purpose and Expectations

For all job applicants and employees of the Union Gospel Mission:

### Statement of Purpose

As servants of the Lord Jesus Christ, the purpose of this Christian organization shall be the spiritual, emotional, and physical restoration of men, women, youth and children of the Greater Inland Northwest who are seeking refuge from a sin-filled world.

We believe that God has directed us through His Word to respond to people in need. To respond, we will address the spiritual and emotional issues in people's lives, and provide for them the basic essentials of food, shelter, clothing, and love. We will also provide opportunities for training and personal development with the goal that they would become God-dependent, contributing members of society.

This work will take place in an environment that appropriately ministers to men, women, youth and children through the saving gospel of the Lord Jesus Christ.

### Expectations

- Have a personal relationship with Jesus Christ as Lord and Savior, evidenced by fruits of the Spirit in daily life.
- Conduct your personal life in a manner that would honor the Lord and this Ministry.
- Actively participate in a church theologically aligned with UGM's Statement of Faith.
- Cultivate Christian relationships seeking to grow in your Christian lifestyle as the Holy Spirit directs.
- Promote awareness of the Union Gospel Mission to professionals, public officials, church groups and the general public.
- Represent Union Gospel Mission with a Christian attitude of integrity, respect and loyalty.
- Keep in the forefront the goal of winning men, women, and children to Jesus Christ through our various activities and ministries.
- Offer an attitude of love and respect to all clients, volunteers, donors, board members and staff.
- Communicate openly and honestly with your supervisor regarding all problems and concerns that arise which may adversely impact the effectiveness or integrity of our ministries.
- Exhibit an encouraging, cooperative and flexible attitude.
- Pray for staff, residents and the overall ministries of the Union Gospel Mission.

## Statement of Faith

1. We hold the Bible to be God's Holy Word in its entirety and inspired in every part by the Holy Spirit. We believe the Bible is the only scripture inspired of God and there are no other inspired scriptures. (2 Timothy 3:16; 2 Peter 1:21).
2. We hold that man was created in the image of God, holy and innocent; that of his own choice, he sinned, and, as a result brought death upon all humanity (Romans 3:23; 5:12; 6:23). Those who are not saved from sin are eternally separated from God (John 3:18; 2 Thessalonians 1:6-10).
3. We hold that Jesus Christ is God, born of a virgin, that He gave His life on the cross where He, who knew no sin, was made sin for us; that He was buried and arose again from the dead, afterward He ascended into Heaven, from where He will come again (John 5:39; 2 Corinthians 5:21; 1 Corinthians 15:4; Acts 1:9-11).
4. We hold that we are saved by grace through faith, apart from works, that the sinner who repents and personally accepts the finished work of Christ on the cross becomes a child of God, is made a new creature, and is indwelt by the Holy Spirit (Ephesians 2:8,9; John 1:12; 2 Corinthians 5:17; John 14:17).
5. We hold that Jesus Christ is coming again for His church, to judge the wicked and the lost, cast death and hell into the Lake of Fire, and dwell with the saints for ever and ever. (John 14:3; Titus 1:3; 1 Thessalonians 4:16,17; Revelation 20:6,14,15; 22:1-5).
6. We hold that through preaching, teaching and ministering, the Union Gospel Mission must use all its resources and activities to bring men, women, and children under the life-changing power of the gospel, that they may have victory over sin, come into fellowship with God and live a Spirit-filled, fruitful life in Christ. (Matthew 28:18-20; John 3:16; Acts 4:12; Acts 16:31; Romans 5:1,2).

Agreement with and subscription to our Statement of Purpose and Expectations and our Statement of Faith is an ongoing condition of employment.

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

Dear Applicant,

The Reference Release Form below gives your former employers your permission to share details of your employment with the Union Gospel Mission. As soon as I receive the signed release form from you, copies will be sent to former employers so your application can move to the next level of our screening process.

The form requires your name printed on the top line and your signature under “applicant’s authorization” (the gray highlighted sections). **Please do not fill in the line for former employer information**, as I will make the necessary copies for previous employers and fill those in accordingly.

Sincerely,

Jenny Ellisen

*Human Resources Recruiter*

Union Gospel Mission

human.resources@uniongospelmission.org

UNION GOSPEL MISSION  
Reference Release Form

Printed applicant name: \_\_\_\_\_

Former employer: \_\_\_\_\_

The above named applicant is being considered for employment with the *Union Gospel Mission* and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Please return this form to us in the enclosed, self-addressed, stamped envelope. Thank you for your assistance.

**Applicant's Authorization**

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Record of Employment**

Position held: \_\_\_\_\_ Dates employed: \_\_\_\_\_

Summary of essential duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Eligible for rehire?  Yes  No

Please rate the following:	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Overall	_____	_____	_____	_____	_____
Performance	_____	_____	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_

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