

Please review these important features of
OUR HIRING PROCESS

Thank you for your interest in the Union Gospel Mission Ministries. 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 interview process. If you have any other questions we'll be happy to answer them.

Q. When do you schedule interviews?

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

Q. What must I do to get an application?

- A. Applications are available at the Union Gospel Mission's Administrative Office, 1224 E Trent Ave. Applications and all required forms also can be found online at <http://www.ugmspokane.org/about/employment/> look for the application at the bottom of the page.

Q. What must I do to complete an application?

First, read and sign our 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, read and sign the CERTIFICATION OF CAPABILITY.

This form gives the information you need to understand the minimum requirements for qualification.

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

Once you have completed the application and forms, please mail them to Human Resources, P.O. Box 4066, Spokane, WA 99220.

Q. How long is my application considered active?

- A. Your application is active for six months. 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 background checks, 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.

Our employees and residents deserve the best co-workers possible. Therefore we reserve the right to hire the most suitable person for the job.

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

Signature _____ Date ____/____/____

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 to keep it current and active. Be sure to sign and date the application. *Please print.*

Name _____

Social Security # _____ Phone () _____

Address _____

City/State/Zip _____

Position applied for _____ Email _____

Expected pay _____

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available to work? _____

Have you ever been employed here before? Yes No Date _____

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

Have you been convicted of a criminal offense or released from prison within the last ten years?
Yes No If yes, explain.

Due to the nature of our ministry we have a responsibility to protect our staff and our clients.

Are you legally eligible for employment in the United States? Yes No (If yes, proof is required)

For Official Use Only

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Notes: _____

Attachments

- Statement Of Expectations
- Certificate Of Capability
- Personal Statement of Faith
- Resume
- Applicant Reference Check
- Employee Information
- Professional Cert. or Lisc.

Education Background

School	Name and Address of school	Course of study	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree or diploma
High School	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
College	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Graduate School	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Vocational Training-other	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

List professional or civic organizations in which you are currently involved.

Professional References

Place an (✓) by the employer(s) you **do not** want us to contact. List your most recent employer first.

1. Employer _____ Address _____
 Phone (____) _____
Job Title _____ Supervisor _____
Date Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____
2. Employer _____ Address _____
 Phone (____) _____
Job Title _____ Supervisor _____
Date Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____
3. Employer _____ Address _____
 Phone (____) _____
Job Title _____ Supervisor _____
Date Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____
4. Employer _____ Address _____
 Phone (____) _____
Job Title _____ Supervisor _____
Date Employed: from _____ to _____ Hourly rate/salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

Personal References

(Other than family members or previous employers)

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 _____ yrs Email address _____
2. **PERSONAL REFERENCE or UNION GOSPEL MISSION MINISTRIES STAFF**
Name _____ Phone (____) _____
Address _____ City/State/Zip _____
In what capacity have you known this individual? _____
Length of acquaintance _____ yrs Email address _____
3. **PERSONAL REFERENCE**
Name _____ Phone (____) _____
Address _____ City/State/Zip _____
In what capacity have you known this individual? _____
Length of acquaintance _____ yrs Email address _____

APPLICANT'S STATEMENT

A (√) indicates you agree to the following in the event of 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 agree to comply with all guidelines for employee conduct as set forth in the UGM employee handbook including our drug-free, no alcohol and no smoking policies.
- 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 photo identification and proof of U.S. citizenship or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.
- I understand that employment may be contingent upon a post-offer physical examination by a medical doctor. Upon an offer of employment I authorize the examining doctor, clinic or organization to release to this employer any information requested to assess my ability to perform essential work functions or to assess potential risk of injury to myself or others.

I authorize this employer to investigate my background thoroughly, including a full credit report, and agree to assist in such investigation. I release and hold harmless, and promise not to claim damages from any of my prior employers listed above from providing information. I understand that any information obtained in the course of the investigation will be treated in the strictest of confidence.

Signature _____ Date _____

STATEMENT OF PURPOSE AND EXPECTATIONS

For all job applicants and employees of the Union Gospel Mission Ministries.

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

- To conduct your personal life in a manner that would honor the Lord and this Ministry.
- To actively participate in a church and cultivate Christian relationships. Seek to grow in your Christian life-style as the Holy Spirit directs.
- To promote awareness of the Union Gospel Mission Ministries to professionals, public officials, church groups and the general public.
- To represent the Union Gospel Mission Ministries with a Christian attitude of integrity, respect and loyalty.
- To 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.
- To comply with all guidelines for employee conduct as set forth in the UGM employee handbook including our drug-free, no-alcohol and no-smoking policies.
- To communicate openly and honestly with your supervisor regarding all problems and concerns that arise which may adversely impact the effectiveness of our ministries.
- To exhibit an encouraging, cooperative and flexible attitude.
- To pray for staff, residents and the overall ministries of the Union Gospel Mission.
- To agree with the tenets in our "STATEMENT OF FAITH".

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 Ministries 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).

If you agree with this statement of faith and can adhere to the above requirements, please sign and date this document below and return it to the department director to continue with the application process. If you do not agree please do not apply.

Signature _____ Date _____

CERTIFICATION OF CAPABILITY

Applicants Full Name: _____

What job do you wish to apply for? Job title: _____

The EEOC Enforcement Guidance on Pre-Employment Inquiries under the ADA expressly permit employers:

- To require applicants to demonstrate or explain their ability to perform essential tasks.
- To ask if applicants need any accommodation to go through the selection process.
- To ask for reasonable documentation of disability when considering such accommodation.
- To ask whether and what type of reasonable accommodation might be needed to perform essential job functions, if the employer reasonably believes the applicant will need reasonable accommodation because of an obvious disability or one disclosed voluntarily by the applicant.

I hereby affirm and say that I have read or otherwise become familiar with the application procedures, minimum requirements, preferred qualifications, physical abilities and environmental exposures of the job for which I am applying.

I understand that the employer has the right to establish job-related qualification standards including education, skills, work experience, and physical and mental standards necessary for job performance, health and safety, and to hire the most qualified person for the job.

Are you able to perform each of the essential job functions listed for this position with or without accommodation?
Yes No

Applicant Signature: _____ Date: _____

Union Gospel Mission Ministries and the Grace Process

Updated June 1, 2006

A foundational aspect of the Union Gospel Mission Ministries is the Grace-Based Process where both homeless residents and staff members participate in a journey of personal growth.

It is our goal to maintain a **Safe, Healing Environment** that encourages continued life-change from new believers in Christ to seasoned Christians. This environment should promote authentic relationships where people can admit failure and celebrate success together.

The Grace Process focuses on the scriptural principles of finding our **Identity in Christ**, holding to a **Standard of Christlikeness**, welcoming **Complete Accountability** for all behavior – especially matters of the heart, and the **Self-Evaluation** of ones own choices.

Because every staff member will at times deal directly with our homeless guests, an understanding of equality in human value is essential. While a staff member may have a higher level of responsibility and authority, they have equal accountability to treat others in a Christlike manner.

By becoming a staff or a resident of the Union Gospel Mission, a person agrees that they will:

1. Participate in the Grace-Based Process
2. Respond to and Speak the truth in love regarding behavior both in one on one settings and in Self-Evaluation groups.
3. Lead by example and invitation rather than by control and demand.

I have read the above information and have asked any questions necessary to agree to these expectations.

Signed _____ Date _____

Dear Applicant,

The Reference Release Form requires your name on the top line and signature under applicant's authorization section. 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.

As soon as I receive the signed release form from you it will be sent to former employers for verification and your application will move to the next level of our screening process.

Sincerely,

Teri Munson

Human Resources

Union Gospel Mission Ministries

ugmteri@ugmspokane.org

Union Gospel Mission Reference Release Form

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: _____

Salary at termination: _____ 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: _____