



APPLICATION FOR EMPLOYMENT

Notice of Nondiscrimination Policy

Providence Heights does not discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in its policies or programs. As a religious organization, Providence Heights reserves the right to prefer employees and prospective employees on the basis of religion.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)		Date of Application	
Applicant's Address (Street)		Applicant's Email Address	
Applicant's Address (City, State, Zip)			
Telephone ()	Business telephone where you can currently be reached ()	May we contact you there? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position(s) Applied For (List Job Titles)		Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency _____ <input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee <input type="checkbox"/> Other			
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited	Salary Requirements	Date Available for Work
Have you filed an application or been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes give date(s)			
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
List any friends or relatives employed by the company. What is the relationship?			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide all detail* <small>*Conviction of a crime will not automatically disqualify you from employment.</small>			
Are you licensed to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in what state? _____ License # _____ Is your license currently under suspension for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.			
EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)			
Date From	Employer Name	Employer Address	
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate
			Final Salary / Hrly Rate
1	Supervisor	Reason for Leaving	
	Work Performed		May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?		
Date From	Employer Name	Employer Address	

Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
2	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
3	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name	Employer Address		
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
4	Supervisor	Reason for Leaving		
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			

PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS

Dates	Reason

REFERENCES (List three professional references one pastoral/church leader reference)

Name and Title	Email / Phone Number

Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree
High School				
College				
Post Graduate				
Other (Specify)				

Are you known to schools by another name? Yes No If Yes, what name(s) are you known by?

PRE-EMPLOYMENT STATEMENT

Applicant's Certification and Agreement

Including release, defense, indemnification and hold harmless obligations by applicant

I certify that the facts set forth in the Application for Employment set forth above are true and complete to the best of my knowledge. I understand that any false, incomplete, or misrepresented oral or written statement of any kind contained in my application materials or made in the course of any related employment process, whether made by me or by others at my request, may result in my disqualification (or termination following employment).

I certify that I am not engaged in any outside activity or business that could be considered in conflict with Providence Heights's interests, nor will I become engaged in such activity or business if employed.

If I am employed, I agree to be bound by the Providence Heights Handbook including the Statement of Faith and Principles and to refrain from any unscriptural conduct in my life. I understand and agree that the spiritual objectives of Providence Heights must be reflected in the lives of its employees.

I understand and agree that no offer or promise of employment has been made. I understand and agree that if I am employed, my employment at Providence Heights is "at will", which means that either Providence Heights or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by law. I understand and agree that all employment is continued on that basis.

I understand and agree that any offer of employment that may be made to me is contingent upon satisfactory reference information, the presentation of documents that prove my identity and eligibility for employment in this country, and upon satisfactory completion of any background inquiry (personal history or criminal background check), medical examination, or drug (may be on-going and at random throughout employment), strength, or other test deemed appropriate by Providence Heights and not prohibited by law.

I authorize the Providence Heights to request criminal background checks on me before or after any offer of employment. If information is obtained as a result of a criminal history check and if required by law, I will be notified within thirty days of Providence Heights receiving the results and the results will be made available to me for examination, should I request it. Information obtained regarding my criminal history will be used solely for the purpose of making employment decisions.

I authorize Providence Heights to request my driving record (if I may operate a commercial vehicle on behalf of the organization) before or after any offer of employment. Information obtained regarding my driving record will be used solely for the purpose of making employment decisions.

I authorize Providence Heights to contact any person or entity to obtain information about me, including the employers, organizations, supervisors, governmental agencies and references that I list in my application and others identified by Providence Heights. Without limiting the foregoing, I understand and agree that this release allows the Department of Social and Health Services, including Child Protective Services, to release information concerning me.

I hereby request, consent to, and authorize any current or former employer, person, firm, corporation, organization, education or vocational institution, or government agency to provide Providence Heights with information they have regarding me, including the release of information concerning my job performance, job qualifications, personal and work history, dates of employment, job titles, reasons for leaving, salary, and opinions about me.

I hereby expressly waive any and all rights I may have of access to any letter of reference, to any response to an evaluation form, to anything discussed in a telephone conversation, or information otherwise obtained by the Providence Heights, including any right to inspect and review, any right to have a copy made for my use, and any right to request an amendment of or correction to any released information.

I hereby release and agree to defend, indemnify and hold harmless Providence Heights and its past, present and future directors, owners, officers, employees, volunteers, agents, and insurers from any and all liabilities arising from or in any way related to requesting or receiving information about me. I also release and agree to defend, indemnify and hold harmless any person or organization (whether listed in my application or not) and its respective directors, owners, officers, employees, volunteers and agents who provide information or references about me to Providence Heights from and against any and all liability arising from or in any way related to their disclosure of any information or opinions about me.

I hereby acknowledge that I have read, understand, and willingly sign and agree to this document. This statement contains a release of claims and an obligation to defend, indemnify and hold harmless Providence Heights and others.

Applicant's Signature _____ Date _____

This signed Certification and Agreement, as well as the Statement of Faith and Principles must be a part of the application package.



PROVIDENCE HEIGHTS STATEMENT OF FAITH & PRINCIPLES

I. Statement of Faith

1. We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
2. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
3. We believe the Bible is the inspired and only infallible and authoritative written Word of God.
4. We believe the redemptive work of Christ on the cross provides healing in the human body in answer to believing prayer.
5. We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
6. We believe regeneration by the Holy Spirit is absolutely essential for personal salvation.
7. We believe in water baptism by immersion.
8. We believe in the blessed hope-the rapture of the Church at Christ's coming.
9. We believe in the sanctifying power of the Holy Spirit whose indwelling enables Christians to live a holy life.

II. Statement of Principles

Providence Heights strongly affirms the liberating power of the Christian gospel and strives to be a learning community of grace, love, and truth. We hold our board of directors, employees and volunteers to the highest standards of Christ-like conduct and biblical purity in interpersonal and business relationships.

The Redemptive Hope of the Gospel

- All sinful people may be freed from former wrong patterns of life (1 Corinthians 6:11).
- All sins can be fully forgiven through repentance and faith in Christ's atoning work.

Sexual Behaviors

- We believe that all humans, male and female, are created in the image of God (Genesis 1:27) and that God loves each one of us.
- A man and woman being anatomically defined at their birth.
- We believe the biblical teaching and God's ideal for life-long, monogamous marriage between one man and one woman (Genesis 1:27; Genesis 2:24; Song of Songs; Ephesians 5:21-33; 1 Timothy 3:2; Titus 1:5-6; Hebrews 13:4).
- We recognize that the Bible makes provision for divorce and remarriage for victims of adultery and abandonment (which can take many forms including abuse).
- We believe God calls the unmarried to live pure and celibate lives, refraining from sexual intimacy.
- Providence Heights's policy on homosexual behavior is grounded in scriptural declarations: Leviticus 18:22, Romans 1:24-27, 1 Corinthians 6:9-11, 1 Timothy 1:10, Jude :7, among others.
- We do not approve of changing or attempting to change one's sex while a person is serving on the Board or employed at Providence Heights.

- Because of the serious consequences that sexual sin can have on the ministry of Providence Heights, we reserve the right to dismiss any persons who do not conform their conduct to these standards.

III. Community Conduct

In keeping with Providence Heights's mission and its commitment to evangelical Christianity, Providence Heights expects all members of our community to follow the teachings of scripture at work and in one's personal life. Board and Staff members commit themselves to be facilitators, learners and conduct ourselves in a manner that will bring credit to the gospel and to Providence Heights. We join with each other as we seek to live out this affirmation in a spirit of unity and openness, of helpfulness and caring.

- We affirm the Lordship of Christ over all of life and thought.
- We seek to follow Christ's example of unselfish love in our actions, attitudes, and relationships.
- Scripture is the infallible rule for faith and conduct and the Bible will always be the authority in all matters pertaining to personal and corporate behavior.
- We affirm the biblical description of attitudes and *behavior unfitting* for a Christian (Gal. 5:19-21a NIV).
- We affirm also the biblical description of attitudes and *behavior fitting* for a Christian: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control" (Gal. 5:22-23a, NIV).
- We seek to maintain a vital relationship with the Spirit so that such attitudes and behavior will be evident among us.
- We strive to maintain stewardship of body, mind, time, abilities, and resources.
- We strive to integrate corporate worship, personal faith, and intellectual growth.
- We will strive to maintain good community relations in respect to governing authorities, social activities, and business dealings.

As a Providence Heights elected Board Member, Advisory Board, hired or prospective Staff, Intern, or Volunteer, I hereby acknowledge that I have read, understand, and willingly sign and agree to this document.

This statement contains a release of claims and an obligation to defend, indemnify and hold harmless Providence Heights and its community of Board, Staff, Partners and Members.

Signature _____

Date _____