



# CONVOY OF HOPE<sup>®</sup>

APPLICATION FOR EMPLOYMENT

*Work That Matters*

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date: \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**For HR Office Use Only:**

Submitted Interest:  Considered Applicant:

Met Basic Qualifications:  Yes  No

Self-Identification Form Sent: \_\_\_\_\_

Disposition Code: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

## PERSONAL INFORMATION

Desired Schedule  Full-time  Part-Time  Temporary

Date available to start work \_\_\_\_\_ Desired Salary \_\_\_\_\_

Willing to relocate?  Yes  No Willing to travel?  Yes  No

Have you been previously employed by Convoy of Hope?  Yes  No

If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_

Are you at least 18 years old?  Yes  No

Have you ever been known by any other name?  Yes  No

If so, please list names and dates that apply. \_\_\_\_\_

Are you legally qualified to work in the United States?  Yes  No

Were you in the U.S. military service?  Yes  No

If yes, what branch and rank? \_\_\_\_\_

Have you ever been discharged from a job?  Yes  No

If so, please explain the circumstances. \_\_\_\_\_

\_\_\_\_\_

Have you ever pled guilty or been found guilty of any offense other than a minor traffic violation?  Yes  No

If yes, please describe the nature of the offense where the guilty plea or conviction occurred, the date and jurisdiction. (Criminal conviction may be relevant if job-related, but does not automatically bar you from employment)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you now facing any criminal charges other than minor traffic violations?  Yes  No

## EDUCATION HISTORY

School Name and Address: \_\_\_\_\_

\_\_\_\_\_

Degree/Diploma \_\_\_\_\_ Degree/Diploma Completed?  Yes  No

Major and Minor \_\_\_\_\_

School Name and Address: \_\_\_\_\_

\_\_\_\_\_

Degree/Diploma \_\_\_\_\_ Degree/Diploma Completed?  Yes  No

Major and Minor \_\_\_\_\_

School Name and Address: \_\_\_\_\_

\_\_\_\_\_

Degree/Diploma \_\_\_\_\_ Degree/Diploma Completed?  Yes  No

Major and Minor \_\_\_\_\_

## ACQUIRED SKILLS

Additional training, professional development, certifications, special job-related skills and qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any additional information you would like Convoy of Hope to consider: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY** *(Please begin with most recent employer)*

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ End Salary \_\_\_\_\_

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

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

May we contact for reference?  Yes  No

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ End Salary \_\_\_\_\_

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

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

May we contact for reference?  Yes  No

## **EMPLOYMENT HISTORY** *(Continued)*

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ End Salary \_\_\_\_\_

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

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

May we contact for reference?     Yes     No

## **PASTOR OR MINISTRY LEADER REFERENCE**

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## **PROFESSIONAL REFERENCES**

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_

This is to certify that the information given by me in this application is true and correct to the best of my knowledge and that Convoy of Hope has my permission to consult public records and/or all of the references of former employers given in this application except as otherwise indicated in the employment history section. I understand that falsification of information or misinformation hereon may result in my discharge.

I understand and agree that nothing contained in this employment application or in the granting of an interview creates an employment contract between Convoy of Hope and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Convoy of Hope unless made in writing prior to the date of this application.

Convoy of Hope (CoH) is an equal opportunity/affirmative action employer. We consider applicants for all positions without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, disability, military or veteran status of an otherwise qualified individual. In addition to being a 501(c)(3) tax-exempt corporation, CoH is a faith-based religious organization. As a faith-based religious organization pursuant to the Civil Rights Act of 1964 (42 U.S.C. @2000e-1), CoH hires candidates who agree and attest to our Statement of Faith.

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



# SEND US YOUR APPLICATION

**CONVOY OF HOPE®**

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Springfield, MO 65803

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(417) 823-8998