

HIS MANSION MINISTRIES

PO Box 40 Hillsborough, NH 03244-0040

Phone: (603) 464-5555 • Fax: (603) 464-5658 • hismansion.com

Application for Employment

Desired Start Date: _____ Applying for: _____

PERSONAL CONTACT INFORMATION

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ DOB: _____ Sex: _____

BACKGROUND INFORMATION

1. How did you hear about His Mansion Ministries?

2. Employees at HMM are provided with housing, utilities, and a small supplement. Beyond this, employees are expected to raise personal financial support themselves to increase their income. Please check "YES" if you understand that you will need to raise your own financial support, and are still interested in applying for a position at HMM. ___ Yes ___ No

3. Are you licensed to drive? ___ Yes ___ No If yes, in what state? _____

If no, are you eligible for one? ___ Yes ___ No Comments: _____

4. Are you eligible to be lawfully employed in the United States? ___ Yes ___ No

5. Have you ever been charged or convicted of any criminal act that has not been expunged?

___ Yes ___ No

If yes, please explain:

6. List any family members/friends connected to HMM, and the nature of the relationship:

EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

EDUCATION

List all high schools, colleges, Bible schools, universities, etc. you have attended.

School Name	Location	Dates Attended	Graduation Date

Degree(s): _____

EMPLOYMENT

Current/most recent employer: _____

Position: _____ Supervisor: _____

Length of Employment: _____ This position was (circle one) full-time part-time

May we contact your current/most recent employer? ___ Yes ___ No

If yes, Contact Phone Number: _____

Email: _____

If no, why not? _____

Please list previous employment/service experience that would be relevant to your work at His Mansion Ministries.

Please attach your resume to this application before submitting it.

CHURCH INFORMATION

Name of church you currently attend: _____

Denomination: _____ Pastor's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Email: _____

How long have you attended there? _____

Have you discussed your intent to serve at His Mansion Ministries with your pastor and/or church leadership? ___ Yes ___ No

May we contact your pastor to discuss your application? ___ Yes ___ No

If no, why? _____

ESSAY QUESTIONS

Please answer the following questions on a separate sheet. Your answers will help us get to know you as a person. We value your honesty and thoughtfulness.

1. Who are you? How would you describe yourself?
2. How did you come to know God? Describe your relationship with God.
3. In your understanding, what is the Gospel?
4. What do you believe about the Bible? What role does it play in your life?
5. Why do you want to serve at HMM? How do you hope to grow by serving at HMM?

REFERENCES

Please list three people who we may contact for reference and perspective on you as a person. Do not use relatives. Please use people who know you well and are able to maintain an objective perspective of you, such as pastors, elders, ministry leaders, mentors, teachers, supervisors, etc. Please use different positions for each reference (i.e. one reference from a pastor, one from a mentor, one from a former employer).

By specifying, you knowingly and voluntarily release all former and current employers, references, and His Mansion Ministries from any and all liability arising from their giving or receiving information about your employment history, your academic credentials or qualifications, and your suitability for employment with His Mansion Ministries.

1. Name: _____ **Relationship:** _____

Position/Title: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

2. Name: _____ **Relationship:** _____

Position/Title: _____

Phone: _____ **Email:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

3. Name: _____ Relationship: _____

Position/Title: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Please read the following statement and sign below.

I hereby certify that the answers and other information on this application are true and correct to the best of my knowledge. I understand that any misrepresentation of material(s) or omission of facts on my part will be grounds for the denial of my application and/or dismissal from my service at His Mansion Ministries.

I understand that if I am hired, I will undergo a background check. I further understand that employment at His Mansion Ministries is "at will" and I or His Mansion Ministries may terminate the employment relationship at any time, for any reason or no reason, with or without prior notice.

Signature: _____ Date: _____

Please attach your resume to this application and mail to:

His Mansion Ministries

Attn: Personnel

PO Box 40

Hillsborough, NH 03244

If known, you may alternatively email your application and resume to the appropriate supervisor.