



JIMMIE HALE MISSION

The Jimmie Hale Mission
3420 2nd Ave. N.
Birmingham, AL 35202
(205) 323-5878

Status
Office Use Only

APPLICATION FOR EMPLOYMENT

POSITION INFORMATION	Application Date:	Title of the position for which you are applying:
	Position Location:	

CONTACT INFORMATION	Last Name:		First Name:		Middle In.	
	Address:			City:	State:	Zip:
	Home Phone:	Work Phone:	Cell Phone:	Email Address:		

EDUCATION	Level	School Name	Dates Attended From / To		Major	Minor	Degree(s) Earned
	High School/ GED						
	College						
	College						
	College						
	Other (specify)						

EMPLOYMENT HISTORY <small>(Most recent first)</small>	Employer:		Phone Number:	Employment Dates:	Hourly Rate/Salary:	
	Address:			Title:		
		Full-Time: <input type="checkbox"/>	Reason for Leaving:			
	Job Duties:	Part-Time: <input type="checkbox"/>				
	May we contact your current employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					

EMPLOYMENT HISTORY
(continued)

Employer:	Phone Number:	Dates of Employment:	Hourly Rate/Salary:
		to	
Address:		Title:	
	Full-Time: <input type="checkbox"/>	Reason for Leaving:	
	Part-Time: <input type="checkbox"/>		
Job Duties:			
Employer:	Phone Number:	Dates of Employment:	Hourly Rate/Salary:
		to	
Address:		Title:	
	Full-Time: <input type="checkbox"/>	Reason for Leaving:	
	Part-Time: <input type="checkbox"/>		
Job Duties:			
Employer:	Phone Number:	Dates of Employment:	Hourly Rate/Salary:
		to	
Address:		Title:	
	Full-Time: <input type="checkbox"/>	Reason for Leaving:	
	Part-Time: <input type="checkbox"/>		
Job Duties:			
Employer:	Phone Number:	Dates of Employment:	Hourly Rate/Salary:
		to	
Address:		Title:	
	Full-Time: <input type="checkbox"/>	Reason for Leaving:	
	Part-Time: <input type="checkbox"/>		
Job Duties:			

Achievements	Please list any skills, awards, certificates, licenses or professional achievements:
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References	<i>Please list three references, other than relatives, who can provide information verifying qualifications, character or experience</i>		
	Name and title:	Address:	Phone Number:
	Name and title:	Address:	Phone Number:
Name and title:	Address:	Phone Number:	

Family Relationships	<i>For the purposes of disclosure, relative includes the following: spouse, dependent, adult child and his or her spouse, parent, spouse's parents, sibling and his or her spouse.</i>		
	Are you a relative of any employee of the Jimmie Hale Mission?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, list the name(s), relationship and employer/position of all relative(s):			

Felony Conviction(s)	Have you ever been convicted of, or pleaded no contest or guilty, to any crime involving theft, dishonesty, violence or sexual misconduct?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, explain below:		

Consent Agreement	I represent and warrant that the information I have given on this application is complete and true to the best of my knowledge and belief. I further acknowledge that I understand that I must provide documented verification of education, experience and required certifications and/or licensures. I represent and warrant that I have answered fully and truthfully all questions regarding criminal convictions/records. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation and negative drug and alcohol screen test. I hereby authorize The Jimmie Hale Mission and/or its assignee to conduct a criminal background history investigation and drug and alcohol screen test. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that termination of employment may occur. I understand and agree that my employment will terminate in the event of a positive drug/alcohol screen test. I authorize any testing agency to provide the results of the drug screen test to The Jimmie Hale Mission. I hereby expressly request, and give permission to former employers and any persons who may have pertinent information concerning this application to furnish such information to The Jimmie Hale Mission human resource appointee. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage of any nature whatsoever for furnishing such information. I understand that failure to provide full and true information on this application may result in disqualification or dismissal.	
	_____	_____
	Signature of Applicant	Date

If submitting by mail: The Jimmie Hale Mission, Attn: Human Resources - P.O. Box 10472, Birmingham, AL 35202

It is the policy of Jimmie Hale Mission that no person shall, on the basis of race, color, disability, sex, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. (Jimmie Hale Mission will make reasonable accommodations for qualified disabled applicants or employees.)

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following information is gathered solely for the purpose of reporting data on race and ethnicity to meet federal and state requirements and will not be used to evaluate the applicant's qualifications, suitability, or desirability for employment.

Name: _____		
Last	First	Middle
Date of Birth: _____	Social Security Number: _____	Drivers License: _____
Are you Hispanic/Latino? (choose only one)		Gender:
<input type="checkbox"/> Yes, Hispanic or Latino		<input type="checkbox"/> Male
<input type="checkbox"/> No, not Hispanic or Latino		<input type="checkbox"/> Female
What is your race? (choose one or more)		
<input type="checkbox"/> American Indian or Alaska Native		
<input type="checkbox"/> Asian		
<input type="checkbox"/> Black or African American		
<input type="checkbox"/> Native Hawaiian or other Pacific Islander		
<input type="checkbox"/> White		
Miscellaneous Information		
Have you ever been employed by The Jimmie Hale Mission? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Position: _____	Location/Program: _____	
Employed from: _____ to _____		
Have you ever been a resident or client of The Jimmie Hale Mission? <input type="checkbox"/> No <input type="checkbox"/> Yes		
Location/Program: _____ from _____ to _____		

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Mission Ministries

Jimmie Hale Men's Center
Jessie's Place
Royal Pines Recovery Center