



# Employment Application

**New Hope Ministries Mission Statement:**

New Hope Ministries is a Christian social service agency that shows the love and hope of Christ by serving our neighbors in times of need and supporting their efforts toward stability.

Mail this application to:  
New Hope Ministries, Attn: Human Resources, P.O. Box 448,  
211 South Baltimore Street, Dillsburg, PA 17019  
Phone Number: (717) 432-2087

[www.nhm-pa.org](http://www.nhm-pa.org)

NAME \_\_\_\_\_

# Employment Application

*New Hope Ministries is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, age, disability, or religious creed.*

## PERSONAL INFORMATION (Please Print)

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(If different than mailing address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How did you hear about this position?  Newspaper  Website  Job Fair  Other \_\_\_\_\_

Have you been a Pennsylvania resident for at least the last two consecutive years?  Yes  No

If you cannot be reached at the above phone number, where may we contact you?

Name of Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Are you 18 years or older?  Yes  No

Are you either a U.S. citizen or an alien authorized to work in the United States?  Yes  No

## EMPLOYMENT DESIRED

Position applied for: \_\_\_\_\_ Wage Desired: \$ \_\_\_\_\_

Date Available to begin work: \_\_\_\_\_ Best Time for Interview: \_\_\_\_\_

Will you accept employment of:  Full-time  Part-time  Temporary

Are you employed now?  Yes  No

If yes, may we contact your present employer?  Yes  No

Were you previously employed by New Hope Ministries?  Yes  No When? \_\_\_\_\_

Have you ever been convicted of a crime involving abuse, fraud, any felony, or any misdemeanor involving theft and/or have you been dismissed from employment due to abuse of clients or residents?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Will you authorize New Hope Ministries to complete a Criminal Background Check and/or a Pennsylvania Child Abuse History Clearance check?  Yes  No

### EDUCATION

School	Name and Location of School	No. of Years Attended	Did you Graduate?	Degree, Diploma, or Certificate received
High School or GED Equivalent			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No	

### GENERAL

Special skills and/or subjects of special study: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional organization membership, honors received, volunteer or community service or other qualifications you have which you feel are related to the position for which you are applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

As a Christian Social Service Agency, our personal faith plays a significant role in our work. On a separate sheet, please provide a brief testimony of your Christian commitment and history of Christian Service.

# EMPLOYMENT HISTORY

List most recent first or attach resume.

Dates Employed	Employer
From      To ___/___ - ___/___ month/yr – month/yr	Employer Name _____ Phone Number _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
From      To ___/___ - ___/___ month/yr – month/yr	Employer Name _____ Phone Number _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
From      To ___/___ - ___/___ month/yr – month/yr	Employer Name _____ Phone Number _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____

## U.S. Military Service

Dates: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Skills and Experience Gained: \_\_\_\_\_

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## PERSONAL REFERENCES

Below give names of 3 persons not related to you, whom you have known for at least a year.  
 An example would be your Pastor, teacher or professor, former employer, close friend.

Name	Occupation	Address	Phone	Email
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### → IN CASE OF EMERGENCY NOTIFY:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

## APPLICANT'S STATEMENT

New Hope Ministries, Inc., does not discriminate in hiring or any other decisions on the basis of race, color, gender, citizenship, national origin, ancestry, veteran status or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination, or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law. I understand the New Hope Ministries, Inc.'s policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodations as required by the ADA.

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false, misleading, or incomplete information given in my application or interview(s) may result in termination of employment. I understand, also, that I am required to abide by all rules and regulation of New Hope Ministries, Inc.

I understand if I am hired, that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I consent to take the physical examination and such further physical examinations as may be required by New Hope Ministries, Inc., at such times and places as New Hope Ministries, Inc., shall designate. I understand that an offer of employment may be contingent on passing the physical examination(s) which relates to the essential duties I would be required to perform.

If employed, I will be required to complete an employment verification form (I-9), and within three days show satisfactory evidence of identity and eligibility for employment. I understand that I must complete a Criminal Background check and/or a Pennsylvania Child Abuse History Clearance and receive clearance. I also understand that New Hope Ministries, Inc., has a Drug/Alcohol Policy, which includes a pre-employment drug test. I also understand that an offer of employment may be contingent on validation of my license/certification, along with validation of my status with the Office of Inspector General. Finally, New Hope Ministries, Inc., has a Zero Harassment tolerance.

I voluntarily give New Hope Ministries, Inc., the right to make a thorough investigation, to contact and obtain information from all references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. **I hereby release from all liability and responsibility the employer and its representatives for seeking, gathering and using such information, and all person, companies or corporations for furnishing such information.**

**I have read and fully understand the foregoing and seek employment under these conditions.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



## **Our Statement of Faith**

The incorporators of New Hope Ministries believe the Bible to be the inspired, infallible, authoritative Word of God, and in seeking to live in obedience to the truth and teaching found in the Bible, have incorporated New Hope Ministries to provide a service to minister to the physical and spiritual needs of others.

It is the intent of the incorporators of New Hope Ministries that the services and programs provided extend the message of Hope found in the witness of God's love through the redemptive work of the Lord Jesus Christ.

To ensure the continued focus on this original intent, the incorporators of New Hope Ministries are including in the By Laws the following Statement of Faith and Theological Rationale for the work of New Hope Ministries.

### **Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved into the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

In light of our belief in the Lord Jesus Christ and in obedience to His teachings, we submit the following rationale as a basis for the work of New Hope Ministries.

### Theological Rationale

Matthew 25: 25-40 TEV. "I was hungry and you fed me, thirsty and you gave a drink; I was a stranger and you received me in your homes, naked and you clothed me; I was sick and you took care of me, in prison and you visited me." The righteous will then answer him, "When, Lord, did we ever see you a stranger and welcome you into our homes, or naked and clothe you? When did we ever see you sick or in prison, and visit you?" The King will reply, "I tell you, whenever you did this for one of the least important of these brothers of mine, you did it for me!"

James 2: 12-18 NIV. What good is it, my brothers, if a man claims to have faith but has no deeds? Can such faith save him? Suppose a brother or sister is without clothes and daily food. If one of you says to him, "Go, I wish you well; keep warm and well fed," but does nothing about his physical needs, what good is it? In the same way, faith by itself, if it is not accompanied by action, is dead.

But someone will say, "you have faith, I have deeds."

Show me faith without deeds, and I will show you my faith by what I do.

I John 3: 16-18 NAS. We know love by this, that He laid down His life for us: and we ought to lay down our lives for the brethren. But whoever has the world's goods, and beholds his brother in need and closes his heart against him, how does the love of God abide in him? Little children, let us not love with word or tongue, but in deed and truth.

I Corinthians 13: 3 JB. If I give away all that I possess, piece by piece, and if I even let them take my body to burn it, but am without love, it will do me no good whatever.

Galatians 5: 6b JB. ...what matters is faith that makes its power felt through love.

### **Therefore, let it be understood that:**

New Hope Ministries is a non-profit Christian social service for low and no income families of the York, Adams and Cumberland County areas. It is formed by concerned Christians to show the love of Christ through the meeting of human need.