



seedsofhopeohio.com

Shelter Coordinator Application

Homeless is not hopeless

Personal Information

Full Legal Name _____ Date _____
Street Address _____
City _____ State _____ zip _____
Home phone _____ Work phone _____ email _____
Social Sec #: _____ DOB ____ / ____ / ____
Gender : Male or Female
Where do you attend church? _____
Pastor's name/number _____

Employment History

Please Provide employment information for the past five years, with most recent position held first. If more space is needed use an extra sheet of paper.

Employer: _____
Street Address: _____
City: _____ State _____ zip _____
Supervisors Name: _____ Title _____
Phone _____ Dates of Employment _____ to _____ (m/year)
Position Held _____ worked: Full-Time / Part-Time

Employer: _____
Street Address: _____
City: _____ State _____ zip _____
Supervisors Name: _____ Title _____
Phone _____ Dates of Employment _____ to _____ (m/year)
Position Held _____ worked: Full-Time / Part-Time

Employer: _____
Street Address: _____
City: _____ State _____ zip _____
Supervisors Name: _____ Title _____
Phone _____ Dates of Employment _____ to _____ (m/year)
Position Held _____ worked: Full-Time / Part-Time

Employer: _____
Street Address: _____
City: _____ State _____ zip _____
Supervisors Name: _____ Title _____
Phone _____ Dates of Employment _____ to _____ (m/year)
Position Held _____ worked: Full-Time / Part-Time

Please List two References (Not Family)

Name: _____
Street Address: _____
City: _____ State _____ zip _____
Years Known: _____ Title _____ Phone _____

Name: _____
Street Address: _____
City: _____ State _____ zip _____
Years Known: _____ Title _____ Phone _____

Applicant Questions

Please answer all of the following questions as completely as possible. If more space is needed write on the back of this page

1. Why do you want to work at Seeds of Hope?

2. What qualities, skills, or other attributes do you feel you have that would benefit Seeds of Hope?

3. Can you commit to participate in the SOH program for a minimum of one year? _____
4. Are you available to work at least 20 hours per week? _____
5. Are you able to meet the physical requirements of this position? _____ Do you have any physical limitations we should be aware of? _____ Do you have any allergies? _____
6. How would you describe yourself as a person?

7. How would your friends, family and coworkers describe you?

8. Have you ever been arrested or convicted of a misdemeanor or felony? _____ If so, what were the circumstances?

9. Have you ever used illegal drugs? _____ If so, what substances were used and how often?

10. Are you currently using any illegal drugs or controlled substances? _____
11. Do you drink alcohol? If so, what and how often? _____
12. Have you ever been convicted of a DUI? _____ If yes, what were the circumstances?

13. Have you ever received treatment for alcohol or substance abuse? _____ If yes, Please explain.

14. Have you ever been investigated or convicted of sexually abusing or molesting a youth 18 or younger? _____ If yes, please explain

15. Have you ever been treated or hospitalized for a mental disorder? _____ If yes, please explain

16. Are you willing to communicate regularly and openly with the program supervisor, provide monthly information regarding your job duties, and receive feedback regarding any difficulties during your employment? _____

17. Are you willing to attend an initial training as well as monthly board meetings? _____

18. Have you done any other social work? _____ If so give details:

19. How did you hear about Seeds of Hope? _____

20. Will you be providing transportation as a part of your volunteer work? ___ Yes ___ No

21. Please give a brief description of your salvation/conversion testimony:

Please list your availability:

_____ Daytime _____ Evenings _____ Overnights _____ Weekends

Please list any licenses/certifications that you currently hold:

Emergency Contact Information

In case of emergency notify _____ relationship _____

Telephone number _____

Physician _____ Telephone _____

If you are called in for an interview please bring the following:

- 1. Copy of your valid driver's license, insurance or state ID**
- 2. At least 3 personal references**
- 3. Copy of your social security card (for background checks we run)**

Please read this carefully before signing:

Seeds of Hope appreciates your interest in becoming a volunteer

Please initial each statement after reading

_____ I agree to follow all guidelines and understand that any violation will result in suspension and/or termination.

_____ (optional) I agree to allow SOH to use any photographic image of me taken while participating as a staff member. These images may be used in promotions or other related marketing materials.

_____ I understand I must bring the completed items above to the interview in order to complete the application process.

I understand that SOH does a thorough background investigation for all potential applicants. This investigation is limited to only that information required to determine fitness for volunteering and may include, but is not limited to, past employment history, and a criminal background investigation. By affixing my signature to this document, I agree to hold harmless any previous employer, agent of that corporation, or any individual or organization providing information pursuant to this Authorization.

I also understand that by affixing my signature to this document that I am acknowledging that I am aware that Seeds of Hope Inc. is not authorizing me to transport any clients and if I choose to do so, I am doing so on my own volition. I further acknowledge that Seeds of Hope Inc. is not authorizing me to give any type of financial support or professional counsel to clients.

Signature

Date

Staff Received by

Date