

HARVEST TIME JUVENILE MINISTRIES
APPLICATION FOR VOLUNTEER/EMPLOYMENT

TO APPLICANT: We appreciate your interest in our organization and assure you that we will carefully consider your qualifications. A clear understanding of your background and work history will aid us in making a fair determination regarding the position for which you have applied.

DATE: _____

NAME: _____
Last First Middle

ADDRESS: _____ City: _____ State: _____ Zip: _____

SOCIAL SECURITY NUMBER: _____ PH: _____

Driver License Number: _____

Are you legally eligible to be employed in the United States? Yes ___ No ___

Position applying for: House Parents; Office staff.

Rate of paid expected \$ _____ per week

Type of work desired: _____

Have you ever been employed / volunteer by us? Yes ___ No ___

List all other experience, skills, or qualification which you feel would especially fit you for work with our organization.

Have you ever been injured on-the-job? No ___ Yes ___ If so, When? _____

Was a Worker's Comp Claim filed? Yes ___ No ___

If yes, please give a full description of the occurrence: _____

Have you ever been convicted of a felony (ies) ? Yes ___ No ___

If yes, Please explain: _____

Record of Education

What was the highest grade level when you attended school? _____

Did you graduate? Yes _____ No _____ Degree _____ Diploma _____

What was the highest level of college? 1 2 3 4 Degree _____ Diploma _____

Course study _____.

Others (Specify) _____ . 1 2 3 4 Degree _____ Diploma _____

Please list experience and / or speed in:

Bookkeeping

Data Entry

Accounting

Computer Programming

Typing

Computer Operator

Shorthand

Adding Machine

List any other machines or equipment you can operate efficiently: _____

EMPLOYMENT HISTORY

Please list all past and present employment, beginning with your most recent. Please feel free to attach another page to this application, if needed, to cover your complete work history.

<u>Company name and type of business</u>	<u>starting / finish</u>	<u>reason for leaving</u>	<u>Name of Supervisor</u>
_____	_____/____	_____	_____
_____		_____	

Phone Number

Describe the work you performed

<u>Company name and type of business</u>	<u>starting / finish</u>	<u>reason for leaving</u>	<u>Name of Supervisor</u>
_____ / _____	_____	_____	_____
_____		_____	

<u>Phone Number</u>	<u>Describe the work you performed</u>
_____	_____

<u>Company name and type of business</u>	<u>starting / finish</u>	<u>reason for leaving</u>	<u>Name of Supervisor</u>
_____ / _____	_____	_____	_____
_____		_____	

<u>Phone Number</u>	<u>Describe the work you performed</u>
_____	_____

<u>Company name and type of business</u>	<u>starting / finish</u>	<u>reason for leaving</u>	<u>Name of Supervisor</u>
_____ / _____	_____	_____	_____
_____		_____	

<u>Phone Number</u>	<u>Describe the work you performed</u>
_____	_____

PERSONAL REFERENCES

Please list three personal references, plus the name of your pastor and church.

1) Name: _____ Title: _____

Address: _____ City: _____ State: _____

Phone: _____ Ext: _____

2) Name: _____ Title: _____

Address: _____ City: _____ State: _____

Phone: _____ Ext: _____

3) Name: _____ Title: _____

Address: _____ City: _____ State: _____

Phone: _____ Ext: _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment / volunteer are true and complete; I understand that if I am accepted for this position, and any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment / volunteer, nor does this application obligate HTJM in any way if HTJM decide to accept me as an employee / volunteer. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigation or credit agencies or bureaus of your choice.

In making this application for employment, I authorize you to make an investigation consumer report whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigation report that is made.

Signature of Applicant _____ Date: _____

READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTION BELOW:

The civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, origin or handicap (to the extent allowed by law, we retain the right to exercise our own religious principles and beliefs in employment issues.) Federal law also prohibits discrimination on the base of age with respect to certain individuals. The law of most states also prohibit some or all of the above types of discrimination as well as some types such as discrimination based upon ancestry, marital status, physical or mental handicap or disability.

Marital status: Single; Engaged; Married; Separated; Divorce; Widowed

Do you have any physical condition which may limit your ability to perform the particular job for which you are applying for? Yes___ No___ If yes, please explain how you can perform the job for which you are applying in spite of your condition: _____

Do you have any physical limitations which may preclude you from performing certain kinds of work required of our staff? (I.e., able to lift 75 pounds, strong back to safely lift, twist, climb ladders, reach overhead for a period of time, and otherwise perform daily duties)

Yes____ No____. If yes, please briefly describe such limitations and associated specific work restriction: _____

_____.

AFFIDAVIT OF GOOD MORAL CHARACTER

I understand and agree that:

- * Any misrepresentation or deliberate omission of a fact in my application will be justification for refusal of or if employed, termination of my employment.

- * It is my understanding Harvest Time Juvenile Ministries, Inc. may investigate my entire work history and verify data given in my application for employment / volunteer, related papers, or oral interviews. I authorize such investigation and the giving and receiving of information requested by Harvest Time Juvenile Ministries, Inc., and I release from liability any person giving or receiving any such information. I understand that discovery of my falsification of any information given in this application, or at any time thereafter, may prevent me from being awarded a position or if awarded a position be grounds for immediate dismissal.

- * I agree that my employment / volunteering may be terminated by Harvest Time Juvenile Ministries, Inc. at any time without liability for wages, or any other compensation if any such as may have been earned at the date of such termination.

- * Although management makes efforts to accommodate individual preferences, business needs may at time make a number of conditions mandatory including overtime, shift work, a rotating work schedule, or a work schedule other than Monday thru Friday. Where required by law, Harvest Time Juvenile Ministries, Inc. will make reasonable accommodations to the above are not inclusive. I understand and accept these conditions of my continuing employment / volunteering.

I further understand that this is an application for employment / volunteer and that no employment / volunteer contract is being offered.

I understand that I am employed / volunteering, such position is for no definite period of time and that wages or any other compensation if any and conditions can be changed at any time by Harvest Time Juvenile Ministries, Inc. can terminate my employment / volunteering service without motive and without cause.

I understand that I may be disciplined, up to and including termination, for conduct in opposition to the general rules of conduct and discipline of Harvest Time Juvenile Ministries, Inc.

I have read and understand the above:

Signature: _____ Date: _____

Witness: _____ Date: _____

SECURITY AND CLIENT INFORMATION CONFIDENTIALITY

Harvest Time Juvenile Ministries, Inc. has authorized:

Name	Title
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To have access to sensitive data through the use of computer-related media (e.g., printed reports, microfiche, system inquiry, computing devices, on-line systems, on-line updates, telecommuting device, data-capture media or any other media)

Computer crimes are a violation of Harvest Time Juvenile Ministries, Inc. stands of conduct and, in addition to departmental discipline, the commission of computer crimes may result in federal and /or state felony criminal charges.

I understand that a security violation may result in criminal prosecution according to the provisions of federal and state statutes, and codes and may also result in disciplinary action against me according to Harvest Time Juvenile Ministries, Inc. Policy and Procedures.

By signing below, I acknowledge that I have received, read, understand and agree to be bound by the following:

- Fla. Statute Ch. 775, Definitions; General Penalties; Registration of Criminals.
- Fla. Statute Ch. 815, Florida Computer Crimes Act; Computer-Related Crimes.
- Fla. Statute Ch. 934, Security of Communications.
- Sections 7213, 7213A, and 7431 of the Internal Revenue Code, which provide civil and criminal penalties for unauthorized inspection or disclosure of Federal tax data.
- 6103(1)(7) of the Internal Revenue Code, which provides confidentiality and disclosure of return information.

It is the policy of Harvest Time Juvenile Ministries, Inc that no employees/volunteers, consultant, or vendor shall be allowed access to IRS tax information or Harvest Time Juvenile Ministries, Inc. employee/volunteer information as authorized by regulation and/or statute.

It is the policy of Harvest Time Juvenile Ministries, Inc. that personal passwords are not to be disclosed.

It is the policy of Harvest Time Juvenile Ministries, Inc., That information is not to be obtained for my own, or another person's use.

I will only view information or data that I am authorized, and have a legitimate business reason in the course of the performance of my duties. I shall maintain the integrity of all confidential and sensitive information accessed.

The “casual viewing” of employee/volunteer or client data, even that is not confidential or otherwise exempt from disclosure as a public record, constitutes misuse of access, is not acceptable, and will not be tolerated.

It is the policy of Harvest Time Juvenile Ministries, Inc. that database queries will be performed on regular basis to identify misuse of access.

PRIVACY ACT STATEMENT: Disclosure of personal information is voluntary but must be provided in order to gain access to Harvest Time Juvenile Ministries, Inc. Information Systems. Any information is requested pursuant to Florida Statutes. Any personal information will be stored by Harvest Time Juvenile Ministries, Inc. Information Systems. This information is used to provide access to authorized users only.

Employee/Volunteer Signature

Date

Employee/Volunteer Print Name

Date

Supervisor Signature

Date

Supervisor Printed Name

Date

ACKNOWLEDGEMENT OF RECEIPT OF HIPAA PRIVACY

NOTICE

I received a copy of Harvest Time Juvenile Ministries, Inc. HIPPA Privacy Notice. I have had an opportunity to review it and to ask questions. I understand that Harvest Time Juvenile Ministries, Inc. may have to, sometimes, disclose information about me without my consent as required or permitted by law.

I understand that by submitting a written request, I may: 1) receive a copy of my file; 2) Request an amendment to my files; 3) Request alternative communication methods; or 4) Obtain an accounting of disclosure. I understand that I will receive assistance as necessary to submit a written request:

I understand that I can contact Harvest Time Juvenile Ministries, Inc. Director at:

P.O. Box 242
Summerfield, Fl. 34492

Or through the administration phone number (352)484-8601

I have read and had explained to me the above description of Harvest Time Juvenile Ministries, Inc.

I was given a copy

Signature

Date

Witness

Date

**HOUSE PARENTS
POLICY**

It is the policy of Harvest Time Juvenile Ministries, Inc. for all employees and volunteers shall undergo a background screening with no cost to them. It will be paid by Harvest Time Juvenile Ministries, Inc. However, you will be responsible to pay for the finger printing which is a requirement. All house parents will receive FREE: ROOM AND BOARD. No salary will be offered at this time. House parents will be totally responsible for the 18 & 19 year old boys in their home. There will be up to 4 boys in that home. House parents will be responsible for maintaining a clean house and well groomed yard. House parents will be responsible to make sure the garbage is taken to the dump with no charge to them. The dump is only 1 mile away. House parents will be responsible to maintain a Christian environment and attend church services. A daily devotion must be incorporated in the daily schedule. Each boy must be assigned to duties around the house. If there are any questions or problems, the house parents need to notify the director.

Volunteer signature

Date

Witness signature

Date