

Advent Group Ministries ONLINE EMPLOYMENT APPLICATION	
Heading	
Applicant's Information	
Full Name:	
Current Address:	
City:	
State:	
Zip:	
Home Phone:	
Cell Phone:	
Email Address:	
Confirm Email Address:	
Permanent Address:	
City:	
State:	
Zip:	
Phone:	
Position Desired:	Resident Counselor
	Social Worker
	Case Worker
	Clinical Trainee
	Clinical Intern
	Summer Resident Intern
	Office Staff
	Volunteer
	Fill-in
	Other
Department:	Recovery Group Home Program
	Foster Home Program
	Clinical Program
	Other
Employment Information	
Date you can start:	
Salary desired:	
Have you previously applied to Advent Group Ministries?	Yes
	No
Date of previous application:	
Are you related to anyone in our employment?	Yes
	No
If so, please state their name and position:	
How did you hear about Advent:	
Personal Information	
The State of California Department of Justice screens all of our employees for criminal records because of the potential for contact with our vulnerable clients. Please answer this question truthfully and thoroughly so that the application process can proceed without delay.	

Do you have ANY felonies or misdemeanors on your juvenile or adult record? Answering "yes" to this question does not necessarily mean that you application will be denied.	Yes
	No
If yes, please answer the following:	
Date of conviction:	
Felony or Misdemeanor?	Felony
	Misdemeanor
Location of conviction:	
Please describe the nature of the offense:	
Sex:	Male
	Female
Driver License #:	
Expiration Date:	
Types of cars you are able to drive:	Automatic Transmission
	Manual Transmission
	Both
Driving Record Violations:	
Do you have any physical limitations that may prevent you from performing the job(s) applied for as noted in the job description?	Yes
	No
If yes, please explain any physical limitations:	
Education and Special Skills	
High School	
Name of High School:	
Address:	
City / State / Zip:	
Dates Attended:	
Years Completed:	
High School Diploma Received?	Yes
	No
GED Received?	Yes
	No
College or Trade School #1	
Name of College or Trade School	
Address:	
City / State / Zip:	
Course of Study:	
Degree Received:	
Units Completed:	1-30
	31-60
	61-90
	91-120
Is the school accredited?	Yes
	No

College or Trade School #2	
Name of College or Trade School	
Address:	
City / State / Zip:	
Course of Study:	
Degree Received:	
Units Completed:	1-30
	31-60
	61-90
	91-120
Is the school accredited?	Yes
	No
College or Trade School #3	
Name of College or Trade School	
Address:	
City / State / Zip:	
Course of Study:	
Degree Received:	
Units Completed:	1-30
	31-60
	61-90
	91-120
Is the school accredited?	Yes
	No
Special Skills / Training	
Subjects of special study or research:	
Foreign languages spoken:	
Professional affiliations:	
Employment History	
Please list your last 3 employers, starting with the most recent one (volunteer positions may be included).	
Current / Most Recent Employment	
Is this your current employer?	Yes
	No
If so, may we contact your current employer:	Yes
	No
Name of Employer:	
Address:	
City / State / Zip:	
Phone:	
Fax:	
Job Title:	
Supervisor's Name:	
Beginning Date:	
Ending Date:	

Reason for Leaving:	
Previous Employment	
Name of Employer:	
Address:	
City / State / Zip:	
Phone:	
Fax:	
Job Title:	
Supervisor's Name:	
Beginning Date:	
Ending Date:	
Reason for Leaving:	
Previous Employment	
Name of Employer:	
Address:	
City / State / Zip:	
Phone:	
Fax:	
Job Title:	
Supervisor's Name:	
Beginning Date:	
Ending Date:	
Reason for Leaving:	
Additional Information	
What appeals to you about working at Advent Group Ministries?	
List any special skills or abilities that you feel will help you work with disturbed youth?	
Explain your philosophical base for helping people:	
List your interests, activities, hobbies, favorite books, music (athletics, religious, civic, etc.):	
Personal References	
Please list 3 people (not related to you), whom you have known for at least one year.	
Personal Reference #1	
Name:	
Profession:	
Relationship to you:	
Years Acquainted:	
Address:	
City / State / Zip:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email Address:	
Personal Reference #2	
Name:	
Profession:	
Relationship to you:	
Years Acquainted:	

Address:	
City / State / Zip:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email Address:	
Personal Reference #3	
Name:	
Profession:	
Relationship:	
Years Acquainted:	
Address:	
City / State / Zip:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email Address:	
Emergency Contact Information	
Please list the individual to contact in case of emergency:	
Name:	
Relationship:	
Address:	
City / State / Zip:	
Home Phone:	
Work Phone:	
Cell Phone:	
Interview Information	
Please choose one of the following options:	
I will come to San Jose (at my own expense) for a personal interview.	
I prefer a telephone interview at this time.	
It is important that full-time staff at Advent Group Ministries be able to commit themselves to working at least one year. If hired, would you be able to make this commitment?	Yes
	No
If not, please explain:	
Applicant Statement	
With the electronic or personal submission of this application, I understand and commit to the following:	
* I certify that all answers and statements in this application for employment are complete and true.	
* I authorize investigation of all statements contained in this application including salary and degree(s) for employment as necessary in arriving at an employment decision and waive the right to hold Advent Group Ministries and persons contacted liable.	

<p>* Job-related background checks will be completed before appointment or promotion. Your signature on the application is your consent and authorization for Advent Group Ministries or its authorized agent to conduct a background investigation related to the position for which you are applying. Background checks may include criminal history, identity check, fingerprinting, or other background checks as required by law.</p>	
<p>* I understand that I am required to abide by all rules, regulations, and standards of Advent Group Ministries.</p>	
<p>* Please understand that employment with Advent Group Ministries is "at-will", voluntarily entered into and for no specific time period. As a result, you are free to resign at any time, for any reason or for no reason. Similarly, Advent Group Ministries is free to conclude its at-will employment relationship with you at any time, with or without cause.</p>	
<p>* If employed, I understand that any falsification of information on this application, resume, or during interview(s) may be cause for termination.</p>	
<p>PLEASE NOTE: If you apply electronically, the submission of your application will represent your signature and you may also be asked to sign a hard copy of the application at a later date.</p>	
<p>I AGREE TO THE ABOVE AND SUBMIT MY APPLICATION NOW</p>	
<p>Advent Group Ministries 90 Great Oaks Boulevard, Suite 108 San Jose, CA 95119</p> <p>Toll Free: 1-800-98-ADVENT Phone: 408-281-0708 Fax: 408-281-2658</p>	