



Cornerstone Rescue Mission
Administrative Office
401 11th Street, Rapid City, SD 57701
605-718-8712

Employment Application

Instructions: Please print clearly, answer all questions and sign and date the form

Personal Information:

Name: _____
 First Middle Initial Last

Preferred Name: _____ Are you eligible to work in the United States? _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell / Message Phone: _____

Email Address: _____

Do you have a valid driver's license? ☐ No ☐ Yes (State issuing license: _____)

Desired Position and Availability: Position you are applying for: _____

How did you hear of this position? _____

How many hours are you available to work per week? _____

Please mark the days and times of your availability

	Mon	Tues	Wed	Thur	Fri	Sat	Sun
7 am – 5 pm							
3 pm – 11pm							
11 pm – 7 am							

If you were hired, what date would you be available to start work? _____

Education:

High School: _____ City/State: _____

Last grade level completed: _____ Graduation Date: _____

Vocational / University: _____ City/State: _____

Years Completed; _____ Graduation Date: _____ Certificate /Degree _____

Employment History:

1. Most Recent Position: _____ Dates: _____ to _____

Employer: _____ Supervisor: _____

Address, City, State, Zip Code: _____

Daytime Phone: _____ Salary: \$ _____ Hourly ☐ Annual ☐

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No

2. Most Recent Position: _____ Dates: _____ to _____

Employer: _____ Supervisor: _____

Address, City, State, Zip Code: _____

Daytime Phone: _____ Salary: \$ _____ Hourly ☐ Annual ☐

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No

3. Most Recent Position: _____ Dates: _____ to _____

Employer: _____ Supervisor: _____

Address, City, State, Zip Code: _____

Daytime Phone: _____ Salary: \$ _____ Hourly ☐ Annual ☐

Responsibilities: _____

Reason for Leaving: _____

May we contact this employer? ☐ Yes ☐ No

Describe special skills, licensure or qualifications you believe would be an asset in the position for which you are applying:

Awards you have received: _____

Rate your proficiency with computers/internet/email:

Microsoft Word	Unfamiliar	Fair	Average	Skilled	Expert
Microsoft Excel	Unfamiliar	Fair	Average	Skilled	Expert
Microsoft Outlook	Unfamiliar	Fair	Average	Skilled	Expert
Adobe Acrobat	Unfamiliar	Fair	Average	Skilled	Expert
ACS	Unfamiliar	Fair	Average	Skilled	Expert

References:

Please list three references—two being individuals that have knowledge of your work history/ability.

1. Name: _____ Contact Phone: _____

Relationship to Reference: _____

2. Name: _____ Contact Phone: _____

Relationship to Reference: _____

3. Name: _____ Contact Phone: _____

Relationship to Reference: _____

Please describe any volunteer experiences:

Why are you applying for this position?

Other information or comments you would like to submit with this application:

Statement of Faith

Cornerstone Rescue Mission Inc. (CSRM) is a Christian non-profit organization committed to helping those in need, guided by our core beliefs. We believe that the Bible as the inspired and inerrant word of God, providing the ultimate guidance for faith and practice. We hold that God created humanity in His image. We believe that Jesus is the son of God who died for our sins and rose again to give us eternal life. We believe that salvation is possible only through faith in Jesus Christ, who offers forgiveness and new life through His grace. We also believe that living a Christ-like life is essential, reflecting His love, humility, and compassion in our actions and interactions with others as we follow His example.

By checking the box and submitting this application, I express my alignment with these beliefs and my desire to serve within this faith-based environment. ☐ Yes

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature: _____ **Date:** _____

Employment Application Background Check Permission

As a Christian organization that ministers to some of the most vulnerable people in our community, we have a responsibility to screen job applicants prior to making a hiring decision. Therefore, we request the following information to assist us with this process. The information you provide will be handled confidentially.

I give permission to the designated Cornerstone official to conduct a background screening:

Prior to an interview ☐ Following an interview ☐ Not at this time ☐

Your Current Name (Please Print): _____

Names Previously Used (Please Print): _____

Date of Birth: _____ Social Security #: _____

Current Street Address: _____

City: _____ State: _____ Zip Code: _____

Other places you have lived:

City: _____ State: _____ Dates: _____ to _____

City: _____ State: _____ Dates: _____ to _____

City: _____ State: _____ Dates: _____ to _____

City: _____ State: _____ Dates: _____ to _____

Have you been convicted of or pleaded no contest to a felony within the last five years? ☐ Yes

If yes, please provide details (*A conviction will not automatically disqualify you.*)

Any convictions that may be indicated on your record:

Felony / Misdemeanor _____ Date: _____

Felony / Misdemeanor _____ Date: _____

Felony / Misdemeanor _____ Date: _____

Felony / Misdemeanor _____ Date: _____

Felony / Misdemeanor _____ Date: _____

Applicant's Signature

Date