

Boston Rescue Mission
Transforming Lives At Risk
Since 1899

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____

How did you hear about this position? ☐ brm.org ☐ craigslist.org ☐ friend/relative
☐ idealist.org ☐ other (please specify) _____

Do you have the legal right to work in the United States? YES NO
☐ ☐

Have you ever been convicted for any crime including sex-related or child-abuse related offense? YES NO
☐ ☐

Have you ever been required by any licensing board or professional ethics body to surrender your license or been found guilty of violation of professional ethics codes, professional misconduct, unprofessional conduct, incompetence or negligence? YES NO
☐ ☐

If yes, please explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
☐ ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Title: _____

Company: _____ Relationship: _____

Email: _____ Phone: _____

Full Name: _____ Title: _____

Company: _____ Relationship: _____

Email: _____ Phone: _____

Full Name: _____ Title: _____

Company: _____ Relationship: _____

Email: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title & Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title & Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title & Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Skills and Qualifications

Please indicate the extent of experience and degree of skill (none, familiar, proficient, expert) in the areas that apply to the position you are seeking.

Accounting	
Administrative (filing, email, phone, etc.)	
Case Management	
Database (including software)	
Food Service (management, cooking, etc.)	
Fundraising, Development, Grant writing	
Maintenance	
Marketing (direct mail, digital, graphic design)	
Software (list applications)	

More About Yourself

What interests you about service to the urban poor?

What interests you about a position at the Boston Rescue Mission?

Have you had any experience (work, volunteer, or service) with the urban poor? If yes, please describe your involvement, the establishment, and any new insights, understanding, or experience you gained from your involvement?

Based on the job description, why would you be a good fit for this role?

What special gifts or qualifications do you have to contribute to the Boston Rescue Mission?

Is there anything else you'd like to tell us about yourself?

Disclaimer and Signature

By submitting this application, I hereby certify that the information contained in this application, or in any attachments to it (including a resume) is true to the best of my knowledge and agree to have any of the statements checked by the Boston Rescue Mission unless I have indicated to the contrary. I authorize the references listed above to provide the Boston Rescue Mission any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties from all liability for any damage that may result from use of such information by the Boston Rescue Mission. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or if I am hired, in my dismissal from employment.

In consideration of my employment at the Mission, I agree to conform to the rules and standards of the organization and agree that my employment is considered as employee-at-will, and as a result, my compensations can be terminated at will, with or without cause, and with or without notice at any time, either at my option or at the option of the organization. I understand that no employee or representative of the organization other than the president of the Mission has the authority to enter into any agreement for service for any specified period of time or to make any agreement contrary to the foregoing. Further, the president may not alter the at-will nature of the service relationship unless he/she does so specifically and in writing. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Signature: _____ Date: _____

Please return this application directly to the requesting party when possible. Otherwise:

Email to: info@brm.org

Fax to: (617) 482-6623

Mail to: Human Resources
Boston Rescue Mission
P.O. Box 120069
Boston MA 02112-0069