



## **HOPE'S CLOSET JOBS INITIATIVE Application Packet**

Our 2017 job training program begins May 1.  
Applications are due April 10 to a manager at Hope's Closet Thrift store.

The 2017 Hope's Closet Jobs Initiative program will begin May 1 and conclude in October. The purpose of this program is to sow gospel seeds through the preparation and equipping of individuals for stable, permanent employment. Participants will spend six months learning retail and customer service skills while developing a career plan. A stipend is available 30 days into the program, followed by a part-time paid internship and then a full-time internship. Training, mentorship, counseling and spiritual development opportunities are provided throughout the six months.

We believe that we have an opportunity to train and mentor job seekers in our community through identifying participants' strengths and providing training relevant to their individual gifting, within the context of Hope's Closet operations. We will provide successful participants with documentation of training, an employment reference, and connection to business partners willing to consider them for employment. Each participant will be given the tools needed to succeed in the areas of responsibility they are working in. We believe that we can equip our trainees to lead a successful career that will positively impact their employers, their families and the community.

### **The Church of Eleven22 Mission Statement**

A movement for all people to discover and deepen a relationship with Jesus Christ.

### **Hope's Closet Mission Statement**

Our Mission is to Glorify God by providing affordable donated and new merchandise in a dignified retail setting that allows us to disciple people, fund community transformation programs and support our ministry partners.

**For more information call 904.930.4545  
or visit [coe22.com/jobsinitiative](http://coe22.com/jobsinitiative).**

## **HOPE'S CLOSET JOBS INITIATIVE**

### **Trainee Job Description**

**Ministry Area - Hope's Closet Thrift store**

#### **COMMITMENT**

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- Six-month program.
- Weekly hours: 15-18 initially, increasing to 35 hours/week as training progresses.

#### **SPECIFIC RESPONSIBILITIES**

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- Each participant will be called to live above reproach at all times, recognizing that we represent Hope's Closet to the world.
- Every participant is encouraged to continually grow in their relationship with Jesus on their own, and to take advantage of spiritual development opportunities provided.
- Mandatory Events:
  - Weekly training meeting and monthly life skills classes.
  - Participation in individual counseling and spiritual development.
  - Meeting with assigned Mentor.
- The remainder of hours will be spent training and working alongside Hope's Closet staff, serve staff and the other participants in store duties.
- Every participant will take initiative and responsibility for customer care and the overall functioning of Hope's Closet.
- Participants will demonstrate our core value of mutual voluntary submission with direct reports, staff, pastors and elders of The Church of Eleven22 and Hope's Closet.

#### **APPLICATION REQUIREMENTS**

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Valid government-issued photo ID.

Able to pass drug & alcohol screen.

Willing, able and available to work full-time.

High school diploma or GED, or ability to obtain GED within three months.

Have access to transportation or live near bus line.

Desire to participate in counseling, Bible study and character development.



## HOPE'S CLOSET JOBS INITIATIVE

### Application

Please note that your responses to any and all of the following questions WILL NOT disqualify you from participating in Hope's Closet Jobs Initiative. Leaders will keep all personal information disclosed on this form confidential.

#### GENERAL INFORMATION

Name: \_\_\_\_\_ Gender (circle one) Male Female  
Address: \_\_\_\_\_ Primary Language: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Please list any physical handicaps or other special needs: \_\_\_\_\_  
\_\_\_\_\_

Are you legally authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

#### EDUCATIONAL BACKGROUND INFORMATION

Circle highest grade completed:

4 5 6 7 8 9 10 11 12/GED

Vocational Training Junior College College Graduate School

Did you receive a certificate or diploma from a college or training facility? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what training/degree did you receive and from where? \_\_\_\_\_

#### SECURITY

Do you have a criminal history? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony and/or served time in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe below. Note: Providing this information will not disqualify a person from becoming a Hope's Closet Jobs Initiative participant.

Incident	Year	City, State	Charge & Release Date

## **CURRENT EMPLOYMENT STATUS**

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Check all that apply:

Unemployed \_\_\_\_\_ Part-time job \_\_\_\_\_ Self employed \_\_\_\_\_

If employed, name of employer: \_\_\_\_\_ Industry: \_\_\_\_\_

Current hourly wage (optional): \_\_\_\_\_

Are you a current recipient of government assistance? Yes \_\_\_\_\_ No \_\_\_\_\_

Current Marital/Family/Housing Status:

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed \_\_\_\_\_

Do you have children? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many? \_\_\_\_\_ Ages? \_\_\_\_\_

Housing arrangements: Rent \_\_\_\_\_ Own \_\_\_\_\_ Homeless \_\_\_\_\_ Other \_\_\_\_\_

If other, please explain: \_\_\_\_\_

## **HCJI TRAINING INFORMATION**

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Current method of transportation? \_\_\_\_\_

Will you need transportation during your training? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your reason for taking HCJI training? \_\_\_\_\_

\_\_\_\_\_

What is your present job goal or objective? \_\_\_\_\_

## **PREVIOUS WORK EXPERIENCE**

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List your last four employers, starting with your most recent or current employer. Include military and volunteer experience. Be as complete as possible.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

What is/was your job title? \_\_\_\_\_

What are/were your duties? \_\_\_\_\_

Who is/was your supervisor? \_\_\_\_\_

If you are no longer employed here, why did you leave? \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

What is/was your job title? \_\_\_\_\_

What are/were your duties? \_\_\_\_\_

Who is/was your supervisor? \_\_\_\_\_

If you are no longer employed here, why did you leave? \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

What is/was your job title? \_\_\_\_\_

What are/were your duties? \_\_\_\_\_

Who is/was your supervisor? \_\_\_\_\_

If you are no longer employed here, why did you leave? \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

What is/was your job title? \_\_\_\_\_

What are/were your duties? \_\_\_\_\_

Who is/was your supervisor? \_\_\_\_\_

If you are no longer employed here, why did you leave? \_\_\_\_\_

**Please answer the following questions. Don't worry about giving "bad answers", we just want an honest understanding of your current situation so we can know how to help you.**

1. What are you good at?

2. Having read the complete job description, what obstacles do you anticipate that could possibly hinder you from fulfilling all of the expected requirements?

3.What is your current church involvement (if any)? Where?

4.Do you agree with the vision statements of the Church of Eleven22 and Hope's Closet?

Yes \_\_\_\_\_ No \_\_\_\_\_

5.What is your relationship with God?

6.What are your personal strengths?

7. Tell us a little about your passions.

8. What are your thoughts about your future?

### **HOPE'S CLOSET JOBS INITIATIVE STATEMENT OF UNDERSTANDING**

I understand and agree to the following:

Any misrepresentation by me in this application will be grounds for immediate dismissal if I have been accepted as a participant. I give The Church of Eleven22 the rights to investigate all references and to secure additional information about me, as pertinent to participation. I hereby release from liability The Church of Eleven22 and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information. A criminal and personal background check will be conducted on me as part of the application process and I consent to any such check. I will be required to provide documentation to establish identity and employment eligibility. I may be required to have a physical examination, and I will be subject to drug screens. Each participant is an independent contractor with respect to The Church of Eleven22, and not an employee of the Church or Hope's Closet. The Church of Eleven22 will not provide fringe benefits, including health benefits, paid vacation, or any other employee benefit. Just as I am free to withdraw at any time, participation at The Church of Eleven22 is "at will", and includes no guarantee, contract, or promise of employment. No representative of The Church of Eleven22 has the authority to make any assurances to the contrary. I will abide by the ministry guidelines and requirements of The Church of Eleven22, and to refrain from any unscriptural conduct in the performance of my services on behalf of the church. I hereby attest that I am of good moral character.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_