



"Empowering Youth. Strengthening Communities."

Youth OutReach Specialist Job Application

Mail completed application and references to:

Ryan Lawrence, Executive Director
 Heart Haven OutReach
 201 Canterbury Lane, Suite C
 Bolingbrook, IL 60440

Or scan and email application and references to:
 rlawrence@hearthavenoutreach.org

Basic Information

Date of Application: ____/____/____ Date of Birth: ____/____/____

Full Name: _____ Emergency Contact (name and relationship): _____

Mailing Address: _____
 _____ Contact's Phone Number: (____)____-_____

Daytime Phone Number: (____)____-_____

Evening Phone Number: (____)____-_____

E-mail Address: _____

Educational Background

High School: _____ City, State: _____ Grad. Year: _____

College/Trade School: _____ City, State: _____ Grad. Year: _____

Degree and major(s)/minor(s): _____

Other education, training, or licenses: _____

Mentoring/Ministry Experience (list most recent first)

Youth Mentoring/Ministry (name, city & state)	Dates	Area of service	Contact	Phone Number
1.				
2.				
3.				

Employment Background

Starting with your present position or last job, list the past three employers or past 10 years of work experience:

Employer	Phone Number	Work Performed
Address	Dates Employed From To	
Job Title		
Supervisor		
Reason for Leaving		
Employer	Phone Number	Work Performed
Address	Dates Employed From To	
Job Title		
Supervisor		
Reason for Leaving		
Employer	Phone Number	Work Performed
Address	Dates Employed From To	
Job Title		
Supervisor		
Reason for Leaving		

Employment Background

Please identify and explain all periods of unemployment during the last five years: _____

Other Experience

Please identify and explain any other experience you have that would qualify you as a Youth OutReach Specialist:

Self-Description

Why do you want to work for Heart Haven OutReach?

Please list any personal weaknesses, areas in which you need to grow, or special concerns that could affect your ministry with students:

What qualities would make you an excellent Youth OutReach Specialist?

Feel free to continue your answers on an additional page if necessary. You will also have an opportunity to further discuss these answers during the interview process.

Statement of Faith

1. We believe that God created the universe and all it contains and that He sustains it by His power.
2. We believe that Jesus Christ is God's Son and the only way to heaven, and by His life, death, and resurrection, all may find forgiveness, eternal life, true identity, and peace with God through faith.
3. We believe that every person is created in the image of God and that in Christ all are equal regardless of color, wealth, age, or background.
4. We believe that it is God's desire that we live balanced lives growing to Christian maturity in body, mind, and spirit.
5. We believe the Bible to be inspired and the only infallible, authoritative Word of God.

Praise be to the God and Father of our Lord Jesus Christ! In His great mercy, He has given us new birth into a living hope through the resurrection of Jesus Christ from the dead. –1 Peter 1:3, NIV

The Christian Focus of Heart Haven OutReach

Heart Haven OutReach seeks to have a Christian focus in approaching the difficult issues youth and families face today. In the course of providing youth and family services, people often struggle with issues that are controversial in the religious context, within which we and they operate. While individual staff have room for varying beliefs concerning these issues, our stance as an organization is to be consistent with Scripture.

The Greek word for sin in the Bible is "hamartia," which means missing the mark. Sin, or missing the mark, disrupts people's lives in many ways. Individuals may experience the negative ramifications of missing the mark to some degree in all areas of their lives: social, spiritual, psychological, emotional, and physical.

Having experienced the negative effects and emotional pain of missing the mark in some area of life, people seek help from Heart Haven OutReach. It is the goal of Heart Haven OutReach to approach people's problems in the realm of every day reality, not simply theology. The help given at Heart Haven OutReach is not in the form of legislating behaviors and attitudes. Rather, counsel is provided to help program participants recover from the negative consequences of missing the mark, and to equip them to hit the mark more successfully starting in the present.

Heart Haven OutReach is an organization that seeks to have a Christian focus in helping youth and adults in addressing problems in their lives, as specifically noted in our Statement of Faith. Given your understanding of our purpose and focus, state your personal position relative to the role of Christianity in the provision of services offered by H₂O:

Background Check Authorization

I, the undersigned applicant (also known as “consumer”), authorize Heart Haven OutReach (H2O) to procure background information (also known as a “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Heart Haven OutReach (H2O), if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: _____ Date: ____/____/____

Information To Create Order for Background Check (also known as “Consumer Reporting Agency”)

Print Name: _____
 First Middle Last

Email: _____

Phone Number: _____

Applicant will receive a welcome email from Shepherd’s Watch (please check spam folder) to start background screening process.

Screening process must be completed within 10 days of receiving the email.

After submittal, reports may take up to 3 to 5 business days for completion.

Waiver/Release

I, the undersigned, give my authorization to Heart Haven OutReach representatives to verify the information on this form. Heart Haven OutReach may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a Youth OutReach Specialist. I am willing to request and submit to Heart Haven OutReach background reports on myself.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches/ministries listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for student ministry. In consideration of the receipt and evaluation of this application by Heart Haven OutReach, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, because of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the constitution, statement of faith, and policies of Heart Haven OutReach and to refrain from conduct unbecoming to Christ in the performance of my services on behalf of Heart Haven OutReach. **I understand that new employees shall be considered probationary employees for a period of 90 working days.** At any time during the 90 working days the Executive Director may submit a written evaluation to the Board with a recommendation to retain or discharge. At any time during the probationary period, a newly hired employee is subject to discharge upon the written recommendation of the Executive Director. New employees shall not have access to a grievance procedure in regard to discharge during the probationary period. New employees should reference the organization evaluation form. **I also understand that my employment status is as an "At Will" employee and may be terminated at any time by either party.** By signing this application, I state that all of the information given about myself is true.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT.** This is a legally binding agreement which I have read and understand.

Print Name: _____

Signature (required): _____ Date: ____/____/____

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