

# RAM EMPLOYMENT APPLICATION

Roanoke Area Ministries Inc.  
824 Campbell Ave SW, Roanoke, Virginia 24016

Roanoke Area Ministries Inc. is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

*Please complete all of the sections below:*

## **Applicant Information**

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Day Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date of Application: \_\_\_\_\_

## **Employment Position**

Position(s) applying for: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_  
If needed, are you available to work overtime? \_\_\_\_\_  
On what date can you start working if you are hired? \_\_\_\_\_  
Do you have reliable transportation to and from work? \_\_\_\_\_  
Salary range desired: \_\_\_\_\_

## **Personal Information**

Have you ever applied to or worked for Roanoke Area Ministries Inc. before? Yes \_\_\_ No \_\_\_  
If yes, When? \_\_\_\_\_

Do you have any friends, relatives, or acquaintances working for Roanoke Area Ministries Inc.? Yes \_\_\_ No \_\_\_  
If yes, state name and relationship: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_ No \_\_\_  
Are you a U.S. citizen or approved to work in the United States? Yes \_\_\_ No \_\_\_  
What document(s) can you provide as proof of citizenship or legal status? \_\_\_\_\_

Will you consent to a mandatory controlled substance test? Yes \_\_\_ No \_\_\_  
Do you have any condition which would require job accommodations? Yes \_\_\_ No \_\_\_  
If yes, please describe accommodations required below: \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes \_\_\_\_ No \_\_\_\_  
 If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

---

**Job Skills / Qualifications**

Please list below the skills and qualifications you possess for the position for which you are applying:

---



---



---



---

*(Note; Roanoke Area Ministries Inc. complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applications/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)*

**Education and Training**

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

**Military**

Are you a member of the Armed Services? \_\_\_\_\_  
 What branch of the military did you enlist? \_\_\_\_\_  
 What was your military rank when discharged? \_\_\_\_\_  
 How many years did you serve in the military? \_\_\_\_\_

What military skills do you possess that would be an asset for this position?

---



---



---

**Previous Employment**

**Employer Name:**

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for Leaving:

**Employer Name:**

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for Leaving:

**Employer Name:**

Job Title:

Supervisor Name:

Employer Address:

City, State and Zip Code:

Employer Telephone:

Dates Employed:

Reason for Leaving:

**References**

Please provide 3 personal and professional reference(s) below:

<b>Reference</b>	<b>Contact Information</b>

**Additional Information:**

Do you have any experience with the Homeless Management Information System (HMIS)? If yes, explain.

---

**AT-WILL EMPLOYMENT**

The relationship between you and the Roanoke Area Ministries Inc. is referred to as “employment at will”. This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Roanoke Area Ministries Inc. No representative of Roanoke Area Ministries Inc. has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will”, and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Director or Chief Operations Director.

Applicant Signature: \_\_\_\_\_  
(Type Name Here)

Date: \_\_\_\_\_