



150 Stimson • P.O. Box 312087 • Detroit, MI 48231-2087 • (313) 993-4700 • Fax (313) 831-2299

## Recruitment Announcement

**Organization:** Detroit Rescue Mission Ministries  
**Department:** Volunteer Services, Development  
**Duration:** College Semester, or longer depending on performance  
**Location:** 150 Stimson St. Detroit, MI 48201  
**Compensation:** Unpaid, [college] course credit

### Background:

The Detroit Rescue Mission Ministries [DRMM], has been serving the community and those in need of assistance in the City of Detroit for the past 103 years. Founded in 1909, DRMM now has more than 15 different sites throughout the City of Detroit and in Highland Park, each catering to a different clientele [men, women, women with children, men with children, families, veterans, teens].

DRMM not only provides services in the form of emergency shelters, but also has in-patient and out-patient treatment centers, educational and job training centers, health clinics, transitional and permanent housing and programs for men, women, teens, children and families.

Considered on of the nation's largest homeless shelters, DRMM is also ranked the 13th largest treatment program in the nation. Each day, DRMM provides more than 3,500 meals to the hungry, and is able to provide shelter and services to more than 1,700 people each day/night. Annually, DRMM serves more than 1 million meals to the hungry and homeless.

Annually, DRMM sees more than 10,000 volunteers through its doors, helping with various projects, programs, special events and initiatives. DRMM is currently seeking **two (2) knowledgeable and skilled interns** to assist in its ever-growing expansion of its **Volunteer Services** and **Development Departments**.

**Position:** Development Intern  
**Available:** 2 positions

The intern will assist with general office and clerical assignments, special event planning, project management planning, volunteering recruitment and retention practices, and general communication practices. The intern will work directly with the Director of Volunteer Services and the Vice President of Development.

### Minimum Requirements:

- Excellent written and oral communication skills
- Well-developed PC skills, including proficiency in Microsoft Office products and programs
- Excellent organization and planning skills
- Ability to work independently under general direction and exercise independent judgment when necessary
- Enrolled at an accredited college of university

Interns will learn general event planning skills, grant-writing skills, grant administration skills, project management skills and general office etiquette, while being exposed to a large nonprofit organization. College Students need apply ONLY.

Please send cover letter, resume and application to [RWilliams@drmm.org](mailto:RWilliams@drmm.org) or to 150 Stimson St. Detroit, MI 48201 ATTN: Rachael Williams.

For questions, please email [RWilliams@drmm.org](mailto:RWilliams@drmm.org). No phone calls please.

# APPLICATION FOR EMPLOYMENT

Position \_\_\_\_\_  
Development Internship



Please Print or Type all  
Information Requested Except  
Signatures

## *Detroit Rescue Mission Ministries*

### **PLEASE READ THIS FIRST:**

You are making application to be considered to become involved in an evangelical Ministry with the goal of helping the whole person in the areas of physical, emotional, spiritual, behavioral and attitudinal change.

Accordingly, you should not only be sympathetic to our established principles, you must practice and be in accord with them. Pursuant to the Civil Rights Act of 1964, Executive Order 11246, and the Elliott-Larson Civil Rights Act, the religious beliefs of the individual will be taken into account in making employment decisions.

Furthermore, you should not consider that you are applying for a forty-hour job. Rather, you **are applying for an opportunity to minister to needy people**. This will often require extra time, as well as your daily genuine prayers and commitment.

Because of the nature of our work, this application asks many questions and opinions which we feel are important for us to know concerning just what and how you would communicate to a client. If you feel a question or statement is out of order, or you do not have an answer, please so indicate

### **RETURN THIS APPLICATION TO:**

Detroit Rescue Mission Ministries  
Volunteer Services Department – Rachael Williams  
P.O. Box 312087  
Detroit, MI 48231

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, national origin, disability or other protected classification.*

# OUR STATEMENT OF FAITH

- A.* We believe the Bible to be the inerrant Word of God and the final authority in faith and life.
- B.* We believe that there is one God, eternally existent in three (3) persons, Father, Son and Holy Spirit.
- C.* We believe in the absolute deity and full humanity of our Lord Jesus Christ. We believe in His virgin birth, His sinless life, the authenticity of His miracles, His vicarious and atoning death, His bodily resurrection, and His present mediatory work in heaven.
- D.* We believe in the personality and deity of the Holy Spirit. We believe He gives life, He sanctifies, He empowers and comforts all believers.
- E.* We believe that man is saved through repentance and faith in the finished work of Christ. Justification is by faith alone.
- F.* We believe that the Church is the body of Christ composed of all true believers. The present work of the Church is to glorify God through worship, the perfecting of the saints, the proclamation of the Gospel, and ministering to the needs of our fellow man throughout the world.
- G.* We believe in the personal and bodily return of the Lord Jesus Christ to consummate our salvation and establish His glorious kingdom.

Do you fully subscribe to the Statement of Faith above?    Yes    No

Explain any reservations you may have.

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**Please answer the below list of questions: (Use separate sheet if necessary.)**

When and under what circumstances did you become a Christian?

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What does it mean to you to have Christ as Lord of your life?

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Summarize the area(s) God is using you in Christian services.

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What Church do you attend and what is your involvement, what is your Pastor's name?

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What are your feelings towards those who find themselves needing the services that DRMM provides and how could your talents or background assist them?

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**INSTRUCTIONS:** Each question should be fully and accurately answered. A separate application must be submitted for each position for which you are applying.

**Applicants May Be Tested for Illegal Drugs**

SOCIAL SECURITY NO. _____ - _____ - _____		DATE _____
NAME _____		
<i>(As it appears on Social Security Card)</i> Last First Middle Maiden		
ADDRESS _____		
Number Street City State Zip Code		
TELEPHONE ( ) _____		Are you over 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you authorized to work in the U.S. on an unrestricted basis?		<input type="checkbox"/> Yes <input type="checkbox"/> No
DRIVER'S LICENSE NO. _____ - _____ - _____ - _____		How did you learn of this opening? _____
<p>Are you willing to work overtime, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>How many hours can you work per week? _____</p>	<p>Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Can you perform these essential functions with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what accommodations? _____</p> <p>Are there any hours, shifts or days you cannot or will not work? Please indicate _____</p>		
<p>Have you had any accidents in the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Violations within last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No _____</p> <p>Have you worked here before? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, when? _____</p> <p>Which Ministry building and department? _____</p>	<p><b>HAVE YOU EVER BEEN CONVICTED OF A FELONY?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____ _____</p> <p>Are there any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain charges: _____ _____ _____</p>	

EDUCATION	NAME	LOCATION (Mailing Address)	MAJOR	DIPLOMA/DEGREE/ GED
High School				
College/University/ Trade School				
College/University/ Trade School				

<b>EMPLOYMENT HISTORY</b> (List most recent employer first, include all positions with each employer. Attach additional sheets if necessary)			
Name of Employer _____	Name of Last Supervisor	Employment Dates	Pay or Salary
Address _____		From	Start
City, State, Zip _____	Your last job title		
Phone Number _____			
Briefly describe work duties:			
Reason for leaving; be specific, (May we contact this employer?) <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Address _____		From	Start
City, State, Zip Code _____		To	Final
Phone Number _____	Your last job title		
Briefly describe work duties:			
Reason for leaving; be specific, (May we contact this employer?) <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Name of Employer _____	Name of Last Supervisor	Employment Dates	Pay or Salary
Address _____		From	Start
City, State, Zip Code _____		To	Final
Phone Number _____	Your last job title		
Briefly describe work duties:			
Reason for leaving; be specific, (May we contact this employer?) <input type="checkbox"/> Yes <input type="checkbox"/> No			

In addition to your work history, what other experiences, skills or qualifications would especially fit you for work with our organization? Indicate additional experience, other than previously listed. Include any voluntary work.

<b>OTHER EXPERIENCE, SKILLS OR QUALIFICATIONS</b>	<b>VOLUNTARY WORK EXPERIENCE</b>
	Name _____ Address _____ City, State, Zip Code _____ Describe work: _____ _____

SPECIAL SKILLS			YEARS EXPERIENCE	TYPE OF WORK		
Typing	<input type="checkbox"/> Yes			Word Processing	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	_____WPM			<input type="checkbox"/> No	_____WPM
Personal Computer	<input type="checkbox"/> Yes			Dictaphone	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No				<input type="checkbox"/> No	
Other Skills: _____						

MILITARY EXPERIENCE		
Have you ever been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specialty _____ Date Entered _____ Discharge Date _____		

REFERENCES (PLEASE LIST TWO REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS)	
Name	Name
Position	Position
Company	Company
Address	Address
Telephone	Telephone



**To All Applicants:**

The information requested is needed to comply with state and federal laws and regulations. The information will be used for statistical purposes only and will not be used as part of the hiring process. Submission of this information is strictly voluntary and refusal to provide it will not subject you to any adverse treatment.

**Ethnicity**

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| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> White/Caucasian |
| <input type="checkbox"/> Asian or Pacific Asian            | <input type="checkbox"/> Hispanic        |
| <input type="checkbox"/> Black/African American            | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Arabic                            |  |

*This Employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizen ship, age or disability. Opportunity for employment with this Employer depends solely on your qualifications. We reserve the right to select based upon religious preferences.*

**APPLICANT’S CERTIFICATION AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations on the application or otherwise made during the employment process will prevent a job offer or, if an offer is made, may result in my termination. I understand that this application and the personnel policies do not constitute employment. I understand that to be employed, I must be lawfully authorized to work in the United States and I must show the employer documents that will verify this.

I, the undersigned applicant for employment hereby authorize Detroit Rescue Mission Ministries, its agents, employees and representatives to obtain information concerning my employment, medical history, educational record, law enforcement record, and any other background information about me. I understand that any offer received is subject to my successfully completing all facets of the employer’s pre-employment screening process.

I hereby understand that Detroit Rescue Mission Ministries has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment and hereby authorize Detroit Rescue Mission Ministries to perform medical examinations and/or drug screening. During the post-offer process, I authorize Detroit Rescue Mission Ministries to check employment references.

I further understand that my employment with Detroit Rescue Mission Ministries shall be probationary for ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Detroit Rescue Mission Ministries is terminable at will for any reason by either party. .

I have read the application and completed it accurately, agree with the Statement of Faith and provide authorization for the above referenced information to be obtained by Detroit Rescue Mission Ministries. The employment application will be held on file for 120 days

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_