

# Eastern Oregon Mission House Manager Application

Thank you for your application and interest in the House Manager role at Martha's House. Martha's House is a transitional housing program for families with children and is a ministry of Eastern Oregon Mission. To be considered please complete the application below and include a resume. See the attached job description for more information on the role.

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

## GENERAL INFORMATION

How did you hear about this opportunity at Eastern Oregon Mission?

\_\_\_\_\_

What led you to apply to this type of ministry?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mark your strengths:

Administration     Event planning     Programs     Scheduling

Fundraising     Maintenance     Communications     Mentoring

Other: \_\_\_\_\_

Mark areas that you may require training:

Administration     Event planning     Programs     Scheduling

Fundraising     Maintenance     Communications     Mentoring

Other: \_\_\_\_\_

Any special talents or skills you possess that you feel would benefit the organization?

\_\_\_\_\_

Any required accommodations: \_\_\_\_\_

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**VOLUNTEER EXPERIENCE/REFERENCES** (exclude family)

Organization: \_\_\_\_\_ Dates: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reference: \_\_\_\_\_ Contact number: \_\_\_\_\_

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Responsibilities: \_\_\_\_\_

Reference: \_\_\_\_\_ Contact number: \_\_\_\_\_

Personal reference: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CIVIC ORGANIZATIONS** (ex. Rotary, Kiwanis, Altrusa, Lions, etc.)

List names: \_\_\_\_\_

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**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is there any additional information you would like to bring to our attention?

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for your application!**

*Eastern Oregon Mission is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and team members.*