



*Promoting Hope, Dignity & Purposeful Living*

**Statement of Understanding Please Read Carefully Before Signing**

I certify that the information provided on this application is true and complete to the best of my knowledge. I understand that any false, misleading, or omitted information stated on my application or during my interview(s) may result in discharge from employment if hired by Heritage Ministries.

By filling out and submitting this application for employment with Heritage Ministries, I certify that I am knowledgeable of the following terms:

**General**

- This "Statement of Understanding" is not an employment contract
- If employed, the position is strictly probationary for the first ninety (90) days
- Employment with the organization is at-will, meaning; just as I am free to terminate employment at any time, my employer is able to terminate my employment at any time

**Employment Tasks**

- Work schedules and duties may be modified when necessary, at the convenience and direction of Heritage Ministries
- Additional job functions may be assigned, when the need arises, at the direction of Heritage Ministries

**Medical Testing**

- According to Heritage Ministries' written policy, a drug screening test may be required as a condition of employment
- To comply, a sample of urine must be provided before employment and again at any time a request is made to do so
- Specimens will be tested for both legal (prescriptive drugs) and illegal substances. A positive test for a legal substance will require proof of a current prescription
- Any doctor, hospital, or testing laboratory will be able to conduct a medical test or examination as may be required by Heritage Ministries as a condition of employment
- Permission to release all pertinent information Heritage Ministries deems necessary to determine personal ability to perform assigned job functions now and in the future is provided
- Failure to pass an alcohol or drug screen test at any time during my employment may result in immediate termination from Heritage Ministries
- Refusal to comply with an alcohol or drug screen test at any time will result in immediate termination from employment with Heritage Ministries

**Smoking**

- Heritage Ministries is **tobacco free** and prohibits the use of tobacco products in all facilities and grounds owned and operated by Heritage Ministries including parking lots, parked vehicles and any company vehicles.



I hereby authorize Heritage Ministries to conduct an investigation of all statements contained in this application or discussed in the interview(s) as may be necessary in arriving at an employment decision. This investigation may include, but is not limited to, telephone or written reference checks, criminal background checks, motor vehicle record check, and credit checks for certain positions. By signing below, I do hereby release Heritage Ministries and all informants of all liability as a result of the investigations. I waive all rights to see or review the information obtained by Heritage Ministries in response to any and all investigations.

If employed, I understand fully that I am required to abide by all rules and regulations of Heritage Ministries.

This application is current for sixty (60) days from the time of submission. At the conclusion of this time period, I must resubmit a new application, if I still wish to be considered for employment.