



Cedarkirk A place apart to build up the body of Christ in love.

CAMP & CONFERENCE CENTER

EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE Today's Date _____

_____ _____ _____ _____
First Name *MI* *Last Name* *Preferred Name/Nickname*

_____ _____ _____ _____ _____
Street Address *Apt #* *City* *State* *Zip Code*

_____ _____ _____
Home Phone *Alternate/Work Phone* *Email Address*

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION

Are you interested in: Full Time Part Time Temporary

What schedule would you prefer? Weekdays Weekends Evenings Nights

How did you hear about the position? Classified Ad Friend (Name) _____

Desired Pay: Hourly Pay \$ _____ Annual Pay \$ _____
(Minimum, if applicable) Minimum Desired

When are you able to start work? Date: _____

Position desired: _____

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you authorized to work in the United States? Yes No

Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, PCCM/Cedarkirk will verify the status of every individual offered employment with the Company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.

Are you under 18 years of age? Yes No

PCCM/Cedarkirk is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, or military or veteran status in accordance with federal law. In addition, PCCM/Cedarkirk complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. PCCM/Cedarkirk also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Are any of your relatives employed by PCCM/Cedarkirk? Yes No

Name and Relationship: _____

Are you capable of performing the essential functions of the job for which you are applying with or without a reasonable accommodation? Yes No

PLEASE LIST YOUR WORK EXPERIENCE BELOW (MOST RECENT JOB FIRST)

	COMPANY NAME			YOUR POSITION and TITLE	
FROM ____ / ____ Month Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$	
TO ____ / ____ Month Year	TELEPHONE NUMBER ()		TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON	
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>				

	COMPANY NAME			YOUR POSITION and TITLE	
FROM ____ / ____ Month Year	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION	
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER	
	TYPE OF BUSINESS		STARTING PAY \$	FINAL PAY \$	
TO ____ / ____ Month Year	TELEPHONE NUMBER ()		TERMINATION <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> INVOLUNTARY	REASON	
	BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u> AND <u>REASON(S) FOR TERMINATION</u>				

ADDITIONAL INFORMATION:

UNEMPLOYMENT ACCOUNT FOR ALL PERIODS OF TIME, THREE MONTHS OR MORE, BETWEEN POSITIONS HELD OR AFTER SCHOOL

FROM _____ MM DD YYYY	TO _____ MM DD YYYY	HOW DID YOU SPEND THIS TIME?
FROM _____ MM DD YYYY	TO _____ MM DD YYYY	HOW DID YOU SPEND THIS TIME?

EDUCATION:

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	DID YOU GRADUATE?	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
COLLEGE OR GRADUATE			
OTHER			

REFERENCES: Please list three professional references

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to PCCM/Cedarkirk for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate PCCM/Cedarkirk to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with PCCM/Cedarkirk in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between PCCM/Cedarkirk and me, and that in the event I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by PCCM/Cedarkirk to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. PCCM/Cedarkirk may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize PCCM/Cedarkirk and its agents to make such investigations and inquiries into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize PCCM/Cedarkirk and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

SIGNED: _____

DATE: _____

Signature of Applicant

Date