

HEARTLAND CONFERENCE RETREAT CENTER

3201 County Road 225 Marengo, OH 43334

Phone: 740.747.0220 Fax: 740.747.0200

E-mail: information@heartlandretreat.com

Web: www.heartlandretreat.com

Note: If you are viewing this form in a web browser, you may experience issues filling out the form. Please save this document to your computer and open with Adobe Reader.

EMPLOYMENT APPLICATION

Date:

Contact Information/Availability

Name:

Address:

E-mail:

Phone number:

Cell phone:

Which position do you wish to apply for?

When are you able to start, what days and hours are you available to work?

Education, Training, & Experience

Please select highest level attained

High School (Currently)

High School (Graduated)

College

Associate Degree

Bachelor's Degree

Post Graduate

MBA

Do you speak, write, or understand any foreign languages? Yes No

If yes, which language(s)

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work here at Heartland? If so, please explain.

Employment History

Name of Employer:

Address:

Type of Business:

Phone Number:

Supervisor & E-mail:

Position and Duties:

Date of Employment From:

To:

Weekly Pay Starting:

Ending:

Reason for Leaving:

Name of Employer:

Address:

Type of Business:

Phone Number:

Supervisor & E-mail:

Position and Duties:

Date of Employment From:

To:

Weekly Pay Starting:

Ending:

Reason for Leaving:

Employment History-Continued

Name of Employer:

Address:

Type of Business:

Phone Number:

Supervisor & E-mail:

Position and Duties:

Date of Employment From:

To:

Weekly Pay Starting:

Ending:

Reason for Leaving:

Name of Employer:

Address:

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Camp Experience & Christian Service

Have you attended or served
at HCRC in the past?

Please list any other camp
experience:

In connection with your
church, what type of
Christian service have you
done?

Outside of the local church
what type of service have
you done?

Your Christian Walk

Briefly describe your faith
and walk with Jesus Christ:
(testimony)

Briefly describe your
devotional life:

Briefly describe why you
feel called to minister/
serve at HCRC:

Do you maintain any doctrinal beliefs or practices that might be considered controversial or questionable by HCRC? If yes, please explain. If not please review and sign the attached Statement of Faith	Yes	No
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Short Answer

Please answer the following questions as directly as possible. Use additional sheets of paper if necessary.

What do you expect to be
some of the positive
experiences you
might encounter at camp?

What might be some of the
challenges?

What do you think are some
of your gifts that would
contribute to service at
HCRC?

Certifications

Please check the appropriate space and provide copies of your certification

EMT	Expire Date:
CPR	Expire Date:
First Aid	Expire Date:
Lifeguard	Expire Date:
Ropes Course	Expire Date:
Teaching Certificate	Expire Date:
ServSafe	Expire Date:
Certified Pool Operator	Expire Date:
Other:	Expire Date:

Activity/Ministry Areas

Listed below are some of the activities at HCRC. Please place a:

1 in front of the activities you would feel comfortable teaching or directing

2 in front of the activities you would feel comfortable assisting/learning

Group Games	Skits
Archery	Bible Study
Hiking	Initiatives/Group Problem Solving
Life Guarding	Living History/Reenactments
Climbing Wall	Worship
Music (list)	Nature (what type)

Are you willing to serve in different positions as needed? Yes No

If No, explain?

Please provide any other relevant skills that might be helpful:

Personal

Do you smoke? Yes No

Do you drink alcohol? Yes No

Have you at any time ever:

Been arrested for any reason? Yes No

Been convicted of, or pleaded no contest to any crime? Yes No

Been accused of, engaged in, or investigated for any sexual Misconduct involving a minor or adult, including but not limited to child abuse, child molestation, indecent liberties with a child, incest, adultery, sexual harassment, rape, assault, battery, murder, kidnapping, child pornography, sodomy, or sexual conduct with a counselee? Yes No

If the answer to any of the above questions is “yes”, please provide an explanation and submit any relevant court documents.

Are you aware of:

Having any traits or tendencies that could pose any threat to anyone? Yes No

Any reason why you should not work with children, youth, or others? Yes No

Having any impairments, physical or mental, which would interfere with your ability to perform as an employee? Yes No

Being a carrier of any contagious disease or virus? Yes No

If you answered “yes”, to any of these questions please explain in the box below.

References

Please provide complete names and contact info of a pastor, friend, and former employer/teacher that we may contact as a reference.

Pastor:

Address:

Phone:

E-mail:

Adult friend:

Address:

Phone:

E-mail:

**Former Employer/
Teacher:**

Address:

Phone:

E-mail:

The information on this application is true and complete to the best of my knowledge. I understand investigation of all statements may be necessary in the arrival of an employment decision.

Applicant's Signature

Date

We appreciate your time in completing this application and desire to serve here at Heartland Conference Retreat Center. It is a privilege to work at a Christian Conference Center. The staff is placed in a unique position of trust and opportunity. This facility exists to minister to people and we are the ministering servants. This application will be held in the strictest of confidence and will become a part of the permanent file of the applicant. Thank you again and God bless you as you seek His will.

Please Read Each Paragraph Carefully, Initial Beside and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Heartland Conference Retreat Center (listed as HCRC hereafter) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to HCRC any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosures. In addition, I hereby release HCRC, any former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by HCRC, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with HCRC whether during or after that employment, will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written.

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between myself and HCRC. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or HCRC, and that no promises or representations contrary to the foregoing are binding on HCRC unless made in writing and signed by myself and HCRC's designated representative.

Applicant's Signature

Date

Statement of Faith Form

1. The Bible is the inspired and only infallible and authoritative written Word of God
2. There is one God, eternally existent in three person: God the Father, God the Son, and God the Holy Spirit.
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.
4. In the blessed hope - the rapture of the Church at Christ's coming.
5. The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

Signature of Agreement

Date

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