

APPLICATION FOR EMPLOYMENT



Canby Grove Conference Center
7501 Knights Bridge Road, Canby, OR 97013
(503) 266-5176

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

Please Type or Print:

Position(s) Applied For: _____ Date of Application: _____

Referral Source: _____

Name: _____ Email: _____

Address: _____

Home Telephone No. _____ Soc. Sec. No. _____

Work No. _____ May we contact you at work? _____

If you are under 18 years of age, can you furnish a work permit? _____

Have you filed an application here? _____ If yes, give date(s): _____

Have you ever been employed here? _____ If yes, give date(s): _____

Are you legally eligible for employment in this country? _____

Date you are available for work: _____

Type of employment desired: _____ Full-Time _____ Part-Time _____ Seasonal

Are you on layoff and subject to recall? _____

Are you able to meet the attendance requirements of the position? _____

Will you work overtime if required? _____

Have you been convicted of any crime (including misdemeanor or felony) and/or motor vehicle conviction in Oregon, or any other state? _____ Yes _____ No

If yes, please explain* _____

***IMPORTANT - List all criminal convictions, even if they took place a long time ago. A conviction includes a plea of no contest, pleas of guilty, or any court determination of guilt. Not all crimes are considered disqualifying. However, misrepresentation, misleading or false information, or failure to reveal required information requested will disqualify an individual from consideration for employment or removal from employment. Do not misstate or omit any material fact(s) as each statement made herein is subject to verification.**

Driver's license number (if job-related) _____ State _____

Employment History

List your last four employers, assignments or volunteer activities, starting with the most recent (including military experience). Explain any gaps in employment in comment section on the following page.

Employer:	Telephone:	Dates Employed:
Address:		
Job Title:	Starting & Final Hourly Rate/Salary:	
Immediate Supervisor/Title:		
Reason for Leaving:		
May we contact this employer for reference?		
Summarize the nature of the work performed and job responsibilities:		

Employer:	Telephone:	Dates Employed:
Address:		
Job Title:	Starting & Final Hourly Rate/Salary:	
Immediate Supervisor/Title:		
Reason for Leaving:		
May we contact this employer for reference?		
Summarize the nature of the work performed and job responsibilities:		

Employer:	Telephone:	Dates Employed:
Address:		
Job Title:	Starting & Final Hourly Rate/Salary:	
Immediate Supervisor/Title:		
Reason for Leaving:		
May we contact this employer for reference?		
Summarize the nature of the work performed and job responsibilities:		

Comments (including any gaps in employment): _____

Skills & Qualifications (summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying): _____

Educational Background

List the last three schools attended, starting with the most recent. List the number of years completed. Indicate degree or diploma earned, if any. List grade point average or class ranks and major and minor field of study.

School	Years Completed	Degree/ Diploma	GPA/ Class Ranks	Major	Minor

References

List names and telephone numbers of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone No.	Years Known

List professional, trade, business, or civic associations and any offices held. (Exclude memberships, which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status). _____

List any additional information you would like us to consider. _____

CERTIFICATION AND SIGNATURE

- It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize Canby Grove to check employment references and verify education information provided on this employment application and as disclosed in the interview process.
- I authorize Canby Grove to check my driving record if the position for which I am applying requires driving.
- You may be asked to submit to a pre-employment drug test, a credit history check and/or criminal history background check as a condition of employment.
- The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.
- This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.
- I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.
- I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.
- I release Canby Grove and all providers of information from any liability as a result of furnishing and receiving any information related to Canby Grove's hiring process.

*Signature of Applicant _____ Date _____

****Name and Signature of Person completing this application if other than applicant****

Name _____ **Signature** _____ **Date** _____



MISSION STATEMENT

Canby Grove is primarily...

- Linked with the church, and
- Exists to provide an attractive and functional place away from daily distractions,
- Where people can discover Jesus Christ, or
- Meet him in a deeper way,
- While being served by a kind, profession and Christian staff.

STATEMENT OF PURPOSE

We to whom God has entrusted the ministry of Canby Grove Conference Center seek to serve Christ by:

- Providing a Christian setting for programs that nurture relationships Christ, self and others;
- Caring for guests and their individual needs, and;
- Modeling a Christian community through our relationships with God, staff families, guests and others.

STATEMENT OF FAITH

We believe in the Holy Scriptures as originally give by God, divinely inspired, infallible, entirely trustworthy, and the supreme authority in all matters of faith and conduct; the triune God-Father, Son and Holy Spirit; the deity of the Lord Jesus Christ, His substitutionary atonement for sin, His bodily resurrection, and His personal, visible return to earth to reign in righteousness and glory; the Person of the Holy Spirit and His work of conviction, regeneration and sanctification, who indwells every believer, equipping them with gifts for service and witness; the necessity of new birth, in salvation by faith in Jesus Christ alone, and the importance of a life fully committed to the will of God in Christ; and the church as the one universal body of Christ, who is the Head, called to be God's redeemed people.

I acknowledge that I have read the above Mission Statement, Statement of Purpose and Statement of Faith and that I agree to respect the beliefs of Canby Grove as set forth in the above Statements and will do nothing by word or action that will detract from or be offensive to the above.

Applicant's Signature

Date



**AUTHORIZATION TO RELEASE REFERENCE INFORMATION
AND
CRIMINAL HISTORY CHECK**

I have made an application for a position with Canby Grove. I have authorized Canby Grove to thoroughly investigate references, work records, evaluations, education, criminal history by an outside contractor, and any other matters related to my suitability for employment.

I authorize all references and my former employer to disclose to Canby Grove any and all employment records, performance reviews, letters, reports and any other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release any and all former employers, references and all other parties from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Canby Grove, but will be provided a copy of any negative report acquired by the criminal history check that may influence the hiring decision.

I certify that I have carefully read and do understand the above statements.

(Applicant's Legal Name/Print) First Middle Last

(Applicant's Signature)

(Date)

<u>Other Name(s) Used (maiden name, previous married name(s), aliases, assumed names, etc.)</u>	
<u>Date of Birth (MM/DD/YY)</u>	<u>Driver's License Number and State Issued</u>