

# Application for Employment



## Michindoh Conference Center

A SPRING ARBOR UNIVERSITY CAMPUS

**EQUAL OPPORTUNITY EMPLOYER:** It is our policy to abide by all Federal and State laws prohibiting employment discriminations solely on the basis of a person's race, color, national origin, age (over 40), gender, marital status, or physical handicap, except where law allows.

*Be thorough in your response to all questions and directions. If needed, use additional paper, and attach it as part of your application.*

Position Applied for: _____	
1 <sup>st</sup> Choice: _____	Date Available: _____
2 <sup>nd</sup> Choice: _____	Referred by: _____

**GENERAL** (Please provide residence for past 10 years) (Please print clearly)

DATE \_\_\_\_\_

Last Name	First Name	Middle Name		
Current Address	City	State	Zip Code	Dates at this address
Previous Address (if applicable)	City	State	Zip Code	Dates at this address
Previous Address (if applicable)	City	State	Zip Code	Dates at this address
Current Telephone – Home number(s):		Work number(s):	Email:	

## EMPLOYMENT

Are you 18 years or older?  Yes  No

List any relatives working for MCC

Name \_\_\_\_\_ Department \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, give date \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY, PLEAD NO CONTEST IN A FELONY, OR BEEN CONVICTED OF A MISDEMEANOR RESULTING IN IMPRISONMENT OR A FINE OVER \$500 DURING THE LAST 10 YEARS? (conviction will not necessarily disqualify applicant).  Yes  No

If yes, explain: \_\_\_\_\_

## EDUCATION

School	Name & Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Other (specify)				
Describe any specialized training, apprenticeship, skills and extra-curricular activities.				

Are you attending school now?  Yes  No Name of school and location:

## EMPLOYMENT

List your employment for the past 10 years starting with last one first. If you have worked less than 10 years, go back as many years as possible. Include any job-related military service assignments and volunteer activities.

Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone number (s)	Starting	Final	
Job Title			
Supervisor	Reason for Leaving		
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone number (s)	Starting	Final	
Job Title			
Supervisor	Reason for Leaving		
Employer	Dates Employed		Work Performed
	From	To	
Address	Hourly Rate/Salary		
Telephone number (s)	Starting	Final	
Job Title			
Supervisor	Reason for Leaving		

May Michindoh contact any or all of the employers you have listed above?  Yes  No

In no, please explain \_\_\_\_\_

## ADDITIONAL INFORMATION

### Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

### COMMENTS

Please describe why you are interested in becoming affiliated with a Christian Conference Center.

### REFERENCES

Please list persons not related to you, whom you have known at least one year.

1. Name: _____	Relationship to Applicant: _____	Years acquainted: _____
Occupation: _____	Address: _____	Phone: _____
2. Name: _____	Relationship to Applicant: _____	Years acquainted: _____
Occupation: _____	Address: _____	Phone: _____
3. Name: _____	Relationship to Applicant: _____	Years acquainted: _____
Occupation: _____	Address: _____	Phone: _____

### Statement of Ministry

Established in 1910, Michindoh's primary goal is a life changing experience for those who involve themselves with us. Our ultimate goal is to affect our world for the better through changed lives. Our facilities and programs have been developed to reach those goals most effectively.

Our primary function is to operate a Christian Conference Center.

Michindoh desires to have on staff committed Christians who are looking for ministry and not just a job.

Employment at Michindoh is one of SERVING whether it is in maintenance, housekeeping, food service, etc. Employees are vital in creating an environment conducive to reach the goals of our ministry.

If you feel you would like to be a part of Michindoh and fully understand our position, then please do apply.

### Michindoh Vision Statement

To serve the retreat and conference needs of the Body of Christ...

... by providing a responsive Christ-centered environment of excellence

... by creating strategic opportunities for evangelism, nurturing, and training

...to the glory of God.

## Applicants Statement

Thank you for your interest in serving at Michindoh Conference Center. This application will be kept on file up to one year and you will be contacted as opportunities become available.

- I shall, in writing, readily amend this application with additional information about any incident or development which might significantly impact the information contained in this application and/or my employability with Michindoh Conference Center and which occurs after my filing this application.
- Please read carefully before signing, if you have any questions regarding the following statements, please ask for assistance. I certify that, to the best of knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that any false information contained in this application may result in my discharge.
- I authorize you to communicate with all my former employers, school officials and persons named as references. I hereby release Michindoh Conference Center and all employers, school and individuals from any damage whatsoever resulting from giving and receiving such information.
- The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employer complete and sign a government form to this effect. If you are hired by Michindoh Conference Center, you will need to furnish documents for inspection that verify your identity and indicate that you are legally permitted to work in the United States. These documents must be provided within three (3) working days of employment. If the original documents are not available, you must submit proof that you have applied for the required documents.
- Additionally, I acknowledge that Michindoh Conference Center is an at will employer. Accordingly, either I or Michindoh can terminate the employment relationship at will, with or without cause, at anytime, so long as there is no violation of applicable federal or state law. This provision supersedes any oral or written representations to the contrary, unless the written statement is signed by the president of Michindoh Conference Center.
- I have read Michindoh's "Statement of Ministry" and "Vision Statement" and fully understand that it is a Christian Ministry. If employed by Michindoh, I agree to respect the beliefs of Michindoh and its policies, and will do nothing by word or act that will in any way detract from the testimony of this ministry.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

MICHINDOH USE ONLY				
Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Interview Date _____	Time _____
Remarks _____ _____				
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date to Begin Work _____	
Job Title _____		Department _____		Beginning Hourly Rate/Salary _____
Recommended to Hire by _____			Date _____	
Approved by _____			Date _____	



# Michindoh Conference Center

A SPRING ARBOR UNIVERSITY CAMPUS

4545 E. Bacon Road, Hillsdale, MI 49242 Phone: 517-523-3616 Fax: 517-523-3331

## BACKGROUND CHECK RELEASE FORM

PLEASE TYPE OR PRINT

Full Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Sex \_\_\_\_\_

Race \_\_\_\_\_

Driver's License Number \_\_\_\_\_

State \_\_\_\_\_

County \_\_\_\_\_

E-mail (required for company to report to you) \_\_\_\_\_

Other names you have used or are also known as (include maiden name, if married) \_\_\_\_\_

### PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Current Address: \_\_\_\_\_  
Street Apt # City State Zip Code How long here?

Former Address: \_\_\_\_\_  
Street Apt # City State Zip Code How long here?

Former Address: \_\_\_\_\_  
Street Apt # City State Zip Code How long here?

Former Address: \_\_\_\_\_  
Street Apt # City State Zip Code How long here?

May we contact your current employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

I hereby authorize Michindoh Conference Center and/or Trak-1, Inc. to request and receive any and all background information about or concerning me, including but limited to my Criminal History, Credit History including a consumer report under the Fair Credit Reporting Act, 15 U.S.C. 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

I further release and discharge Michindoh Conference Center and their agent, Trak-1, Inc. and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to Michindoh conference Center or Trak-1, Inc. (at 6060 Richmond Ste 170, Houston, TX 77057) for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for employment purposes, and I have carefully read and understand this authorization.

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

#### OFFICE USE ONLY

\_\_\_\_\_ Motor Vehicle Report

\_\_\_\_\_ Credit Report

\_\_\_\_\_ Criminal Search (State of \_\_\_\_\_)

\_\_\_\_\_ Social Security Trace