

HARRIS BAPTIST CONFERENCE & RETREAT CENTER

2800 Harris Road

Minden LA 71055

Phone: 318-927-3706 Fax: 318-927-3740

Email: employment@harrisbaptist.com

EMPLOYMENT APPLICATION

INSTRUCTIONS:

Please print in black ink or type. Complete all information omitting shaded areas.

PERSONAL	Name (Last Name, First, Middle Initial)		Preferred Name		Social Security Number		Date		
	Street Address			Apartment Number		City, State, Zip Code			
	Telephone Number () ()		Cell or Alternate Phone Number () ()		E-Mail Address		(✓) any of the following which apply to you: <input type="checkbox"/> 18 or Older <input type="checkbox"/> Member of Southern Baptist Church <input type="checkbox"/> American Citizen <input type="checkbox"/> Eligible to work in U.S.		
POSITION	Type of Work Desired								
	Desired Start Date		Minimum Acceptable Pay Rate \$ _____		(✓) Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary—Hours Available? _____ <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer Staff—Dates Available? _____				
	Have You Served in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No		Dates of Service (Month and Year) From To		Branch of Service		Type of Discharge		Rank Last Held
MILITARY	Do You Have Reserve or National Guard Obligations? <input type="checkbox"/> Yes <input type="checkbox"/> No		Description of Duties in the Service Including Special Training						
	Highest Education Level: High School: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Other: _____				If not a High School graduate, do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	SCHOOL NAME, CITY, AND STATE		DEGREE	DATE EARNED OR EXPECTED	CUMULATIVE GRADE POINT AVG.		GRADUATED (Y OR N)	MAJOR	
EDUCATION	High School								
	College								
	College								
	Graduate School								
	Seminary/Bible Institute								
	Trade/Technical School								
Are You Presently Attending School? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, School Name and Address:							
Professional License or Certification? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes: Type: _____ Identification Number: _____ Issue Date: _____ Issued By: _____ Exp.: _____							
How did you hear about Harris Baptist Conference & Retreat Center ? Website				<input type="checkbox"/> Church		<input type="checkbox"/> Family/friend		<input type="checkbox"/> Newspaper ad <input type="checkbox"/>	
<input type="checkbox"/> Job Fair		<input type="checkbox"/> Job Line		<input type="checkbox"/> Internet _____		<input type="checkbox"/> Other _____			
Office Use Only									

WORK INFORMATION

**BEGINNING WITH MOST RECENT, LIST ALL PRESENT AND PAST EMPLOYMENT.
PLEASE PROVIDE COMPLETE INFORMATION.**

PRESENT OR LAST JOB	Name of Company		Mailing Address		City, State, Zip Code		
	Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor		
	Position	Skills Used					
	Duties You Performed						
	If Presently Employed, May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Now Employed, Why Do You Wish to Make a Job Change? If Not Employed, Reason for Leaving Last Job.				
PAST WORK EXPERIENCE	Name of Company		Mailing Address		City, State, Zip Code		
	Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor		
	Position	Skills Used					
	Duties You Performed						
	Reason for Leaving						
	Name of Company		Mailing Address		City, State, Zip Code		
	Phone ()	Dates Employed (Month and Year) From To	Beginning Salary \$	Ending Salary \$	Immediate Supervisor		
	Position	Skills Used					
	Duties You Performed						
	Reason for Leaving						
<p>USE A SEPARATE SHEET OF PAPER TO LIST ANY JOBS NOT INCLUDED ABOVE. PLEASE PROVIDE EMPLOYMENT HISTORY FOR AT LEAST THE LAST FIVE YEARS.</p>							
Have you ever been fired or otherwise asked to leave a job? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, please explain:				
Computer Experience							
<input type="checkbox"/> PC Software and Programs: _____							
<input type="checkbox"/> Macintosh Software and Programs: _____							
<input type="checkbox"/> Mainframe Computer Programming Languages and Operating Systems: _____							
Other Skills		<input type="checkbox"/> Typing _____ words per minute		<input type="checkbox"/> 10 key by touch calculator skill		<input type="checkbox"/> Data entry _____ keystrokes per minute	
Foreign Languages you can use <u>fluently</u> .			Have you previously applied to work at Harris Baptist Conference & Retreat Center? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when? _____				
Were You Previously Employed by Harris Baptist Conference & Retreat Center?	Dates (Month and Year) From To	Position	Department	Reason for Leaving			
List any relatives or in-laws employed by Harris Baptist Conference & Retreat Center. (Name and relation)							
How many work days other than planned vacation days have you missed in the past two years? <input type="checkbox"/> Less than five days <input type="checkbox"/> One to three weeks <input type="checkbox"/> More than three weeks							

PERSONAL INFORMATION

Professional Organizations:

Church Denomination	Name of Church Where You Hold Membership	City and State Where Church Is Located
Name of Church Minister Who May Be Contacted At The Church		Telephone Number

Note: Some positions require that you be an active member of a Southern Baptist Church.

Church Related Activities:

NOTE: A yes answer to the questions below does not automatically disqualify you from employment since the nature of the offense, date, and type of work for which you are applying will be considered.

Have you ever been convicted of a misdemeanor or felony? Yes No If yes, please explain:

Have you ever been disciplined or discharged for fighting, theft, assault, or violating safety rules? Yes No If yes, please explain:

Have you ever been arrested or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes No If yes, please explain:

Have you ever signed a non-competition, non-disclosure, or other similar agreements with your current or previous employers? Yes No

If yes, please furnish a copy of the agreement for our review.

LIFESTYLE CONSIDERATIONS

Because of the unique and special nature of Harris Baptist Conference & Retreat Center, employees are expected to manifest conduct and actions which project an image consistent with the expressed purpose and Mission of Harris Baptist Conference & Retreat Center. Southern Baptist churches have voluntarily given Harris Baptist Conference & Retreat Center a place of influence based upon the values of trust and respect. It is, therefore, imperative employees favorably represent Harris Baptist Conference & Retreat Center.

Conduct which brings embarrassment to Harris Baptist Conference & Retreat Center or impedes its credibility with constituents is unacceptable. Conduct or other actions inconsistent with that normally expected of Southern Baptist denominational employees and other Christians are unacceptable. Similarly, conduct or other actions perceived as inconsistent are unacceptable. Examples of such conduct are involvement with alcohol, illegal drugs, pre-marital or extra-marital sex, cohabitation apart from the marriage relationship, homosexuality, and outside interests and pursuits which would normally be considered incompatible with Harris Baptist Conference & Retreat Center's mission.

Harris Baptist Conference & Retreat Center has not only the right, but also the responsibility to do everything possible to ensure the stated purpose and mission of Harris Baptist Conference & Retreat Center continues in its highest tradition and is not harmed or impeded by unacceptable behavior on the part of its employees.

Consistent with this purpose, Harris Baptist Conference & Retreat Center's policy is to ensure all applicant and employee behavior meets Harris Baptist Conference & Retreat Center's standards of acceptable conduct. As a part of this policy, an individual's current and past conduct is reviewed. Therefore, please respond accordingly to the inquiry below. A yes answer does not automatically disqualify you from further consideration for employment, as each individual's circumstances are reviewed.

Do you have, or have you had, any lifestyle, conduct, or activity which would project an image which could embarrass Harris Baptist Conference & Retreat Center or impede its credibility with its constituents as referred to above? Yes No **If yes, please explain:**

PERSONAL REFERENCES

(NOT RELATIVE OR FORMER EMPLOYER)

Name	Street Address	Telephone Number ()	No. of Years Known
	City, State, Zip		
Name	Street Address	Telephone Number ()	No. of Years Known
	City, State, Zip		
Name	Street Address	Telephone Number ()	No. of Years Known
	City, State, Zip		

TOBACCO-FREE WORKPLACE

In the interest of providing a clean, safe, healthy, working environment, and promoting wellness among all employees, smoking and the use of all other tobacco products are not allowed in any Harris Baptist Conference & Retreat Center building, parking lot, or Harris Baptist Conference & Retreat Center vehicle.

PLEASE REVIEW YOUR ANSWERS CAREFULLY BEFORE SIGNING STATEMENT BELOW

IMPORTANT: Please Read Each Paragraph Carefully Before Signing

By my signature placed below, I affirm the information provided in this employment application is true and complete. I understand if employed, any false information or omissions shall be considered sufficient cause for dismissal without any obligation or liability to me other than for payment, at the rate agreed upon, for services actually rendered. I agree to immediately notify Harris Baptist Conference & Retreat Center if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application. I also authorize the company to contact my present employer (unless otherwise noted in this application form), past employers and listed references and other references that might know of my qualifications for employment.

I authorize any person, school, current employer (except as previously noted), past employer(s), physician(s), and organizations who might know of my qualifications for employment to provide Harris Baptist Conference & Retreat Center with relevant information and opinions that may be useful to the company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I understand and agree, if hired, I may be required to submit to a drug/alcohol test to determine if I am using or under the influence of drugs or alcohol. I also understand and agree, if hired, I may be required to submit a search of my personal property for drugs, alcohol, weapons, or stolen property on Harris Baptist Conference & Retreat Center property.

I also recognize and agree that Harris Baptist Conference & Retreat Center's telecommunications, networking and information processing systems (including, without limitation, stored computer files, email messages and voice messages) are company property and that my activity and any files or messages on or using any of those systems may be monitored without notice.

I understand this application does not, by itself, create a contract of employment. I understand and agree, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED IN THIS EMPLOYMENT APPLICATION FORM.

Harris Baptist Conference & Retreat Center may have an opportunity to share your application with other Southern Baptist agencies, boards, churches, associations, conventions, etc. Do you give permission for the application to be shared when applicable? Yes No

Signature

Date

SIGNATURE IS REQUIRED FOR APPLICATION TO BE COMPLETE

Harris Baptist Conference & Retreat Center

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JOB HISTORY/REFERENCES QUESTIONNAIRE

NOTE: Please answer these questions and provide reference information on reverse side of form for each of the last two jobs held, including the current one. (Use only one sheet for each job.)

Your Name

Social Security Number

Date Prepared

Name of Job/Position

Name of Company

Date Employed

1. What were the major activities you performed? Indicate which ones you did very well, and which most poorly.

2. What were your major accomplishments in this job?

3. What were your most acute problems in this job, and how did you deal with them?

4. Why did you leave this position (or wish to)?

5. What do you consider your major business strengths?

6. What qualities or skills do you need to develop further?

It is very important that this page be thoroughly completed.

Good hiring practices are very important to Harris Baptist Conference & Retreat Center . A part of that process is conducting employment and personal references. Your assistance with this effort is greatly appreciated as it will allow us to complete the hiring process more thoroughly and quickly. This information is related to the company/position you have referenced on the opposite side.

If this form is being completed for a **current** employer, please provide two reference names that can be confidentially contacted at this time. We do recognize that applicants often do not want current employers to be aware of a job search and we have no intention of violating that request. However, there might be a former supervisor who is no longer with the company or there might be a co-worker who may be confidentially contacted.

If this is **not a current** employer, please provide information for three references.

Name of company

Reference Name	Person's Working Relationship to You	Address	Telephone Numbers
			Home:
		email address:	Work:
			Home:
		email address:	Work:
			Home:
		email address:	Work: