

APPLICATION FOR EMPLOYMENT

Presbyterian Mo-Ranch Assembly
2229 FM 1340 – Hunt, Texas 78024-3037
830.238.4455 or 800.460.4401
Fax: 830.238.4832
E-mail address: hr@moranch.com

Presbyterian Mo-Ranch Assembly is an equal opportunity employer and makes its employment decisions without regard to race, color, sex, national origin, age, disability or other protected status under state, federal or local Equal Employment Opportunity Laws.

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ
by sharing its unique living, learning, Christian environment.*

Date of Application _____

Name _____
Last First Middle Preferred Name

Mailing Address

_____ City _____ State _____ Zip _____

Day/Message Phone _____ E-mail Address _____

What position are you applying for? _____

What other positions would you like to be considered for? _____

Do you prefer: Full-time Part-time Seasonal Full-time Seasonal Part-time

What other departments are you interested in?

Housekeeping Food Service Maintenance Programs Registration
 Sales Administration Environmental Leadership Program (ELP) Other _____

If you are hired, when can you start work? _____

Are you willing to work a schedule other than the usual 8:00 – 5:00 business day? Yes No

What starting salary or wage do you expect? \$ _____ per hour annually

How did you hear about employment opportunities here at Mo-Ranch? Newspaper Ad Website Walk-in
 Mo-Ranch Employee (give name) _____ Other _____

Have you worked for Mo-Ranch before? Yes No If yes, give date: _____

EDUCATION

Type of School	Name & Location	Course of Study	Years Attended	Degrees & Major
High School				
GED?				

College _____

Trade School _____

SPECIAL SKILLS

Describe in detail any computer skills:

Do you have any other experience, training, qualifications or skills, which demonstrate you are especially qualified for work in the position you are applying for? Yes No If yes, explain in detail below:

List any Professional Memberships you belong to:

List any Certifications/Licenses you have (including the State received in):

REFERENCES

Please list professional references (**DO NOT LIST FRIENDS OR FAMILY MEMBERS AS REFERENCES**). *If this section is blank or phone numbers are left off, your application will not be considered for employment.*

1. Name _____ Daytime Phone _____
Company/Organization _____ Years Acquainted _____
Relationship _____ Email: _____

2. Name _____ Daytime Phone _____
Company/Organization _____ Years Acquainted _____
Relationship _____ Email: _____

3. Name _____ Daytime Phone _____
Company/Organization _____ Years Acquainted _____
Relationship _____ Email: _____

EMPLOYMENT HISTORY

List all previous employers beginning with your present or most recent position (last 10 years is sufficient).
Do not write "See Resume" in this section.

1. Name of Company _____ City, State _____
Name of Supervisor _____ Phone Number _____
Dates of Employment -From _____ To _____ Position Held _____
Describe duties _____

Start Salary _____ Ending Salary _____ Reason for Leaving _____

2. Name of Company _____ City, State _____
Name of Supervisor _____ Phone Number _____
Dates of Employment- From _____ To _____ Position Held _____
Describe duties _____

Start Salary _____ Ending Salary _____ Reason for Leaving _____

3. Name of Company _____ City,State _____
 Name of Supervisor _____ Phone Number _____
 Dates of Employment- From _____ To _____ Position Held _____
 Describe duties _____

 Start Salary _____ Ending Salary _____ Reason for Leaving _____

4. Name of Company _____ City,State _____
 Name of Supervisor _____ Phone Number _____
 Dates of Employment – From _____ To _____ Position Held _____
 Describe duties _____

 Start Salary _____ Ending Salary _____ Reason for Leaving _____

MISCELLANEOUS INFORMATION

Are you legally entitled to work in the United States? Yes No
The federal immigration law requires every employee to prove their identity and eligibility for U.S. employment. Are you able to provide us with the required documentation on your first day of work? Yes No
 Do you have a reasonable and reliable way to get to work? Yes No
 Is there any reason why you cannot be at work on time? Yes No (If “yes”, please explain).

Are any of your family members employed by Mo-Ranch? Yes No (If “yes”, please give name(s)).

Have you ever been convicted of a crime, including DUI? Yes No (If “yes”, please explain).

Are there any felony charges pending against you? Yes No (If “yes”, please explain).

Have you ever been disciplined or fired from employment? Yes No (If “yes”, please explain)

Do you have a problem supporting the mission of Mo-Ranch? Yes No (If “yes”, please explain)

Have you served in the military? Yes No
 If “yes” : Dates served: _____ Branch? _____ Rank at discharge? _____
 Honorable Discharge? Yes No (If “no”, please explain)

Please briefly state why YOU should be selected for the job for which you are applying:

DRIVER RECORD ADDENDUM

From time to time, most employees of Mo-Ranch have the job necessity to drive a Mo-Ranch vehicle, either on or off the premises of Mo-Ranch. The Mo-Ranch insurance carrier requires that a Motor Vehicle record (MVR) Check is made on all that may drive a Mo-Ranch vehicle and that only those who qualify be allowed to drive. Rejection (from driving) of an employee by our insurance carrier and resulting disqualification from driving may prevent the employee from performing any driving requirements of a position and, therefore; may result in dismissal from employment. If employed, a copy of your driver's license will be used to obtain the information necessary to request a MVR. List anything on your driving record which may make you uninsurable?

_____ Initials

DRUG TESTING NOTICE TO APPLICANTS

It is the policy of Presbyterian Mo-Ranch Assembly to maintain a work environment free from the use of illegal drugs. In order to commence employment, applicants who are offered a position must submit to drug screening by urinalysis. Applicants whose drug test results indicate the presence of more than a trace of any illegal drug or controlled substance will not be hired. Due consideration will be given, however; to applicants taking medication under prescription. If you have questions concerning this policy, ask the person to whom you submit your application.

_____ Initials

REFERENCES AND CRIMINAL BACKGROUND CHECK

Presbyterian Mo-Ranch Assembly may make a thorough investigation of your entire work history, or any part thereof, and may verify all data given in your application for employment, related papers, or oral interviews. In addition to a thorough investigation of your work history, Mo-Ranch will conduct a criminal background screen.

I verify that the statements I have made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge.

_____ Initials

HOURS OF OPERATION

Although management makes every effort to accommodate individual preferences, the business needs and the general operation of Mo-Ranch as a retreat and conference center may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, temporary assignment to another position and/or department, seasonal reduction of work hours per week, and/or a work schedule other than Monday through Friday including weekends, evenings and holidays. I understand and accept these conditions of my employment.

_____ Initials

AT-WILL EMPLOYMENT

I acknowledge that if hired, I will be an at-will employee. I will be subject to dismissal or discipline without notice or cause, at the discretion of the employer. I also understand that this means I am free to quit my employment at any time, for any reason, without notice. I understand that no representative of the company, other than the president, has authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.

_____ Initials

POLICIES AND PROCEDURES

If accepted for employment with Mo-Ranch, I agree to abide by all of its policies and procedures. I further understand that this is an application for employment and that no employment contract is being offered.

_____ Initials

I have read, or had read to me, and understand the above and acknowledge and accept the above.

Applicant's Signature

Date