



Presbyterian Mo-Ranch Assembly
2229 FM 1340, Hunt, Texas 78024-3037
830.238.4455 or 800.460.4401
Fax: 830.238.4832
Email address: mohr@moranch.org

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

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.

Application Date: _____

Name: _____

Preferred Name: _____

Mailing Address: _____

Day/Message Phone: _____

Email Address: _____

Do you prefer:

- Full-time Part-time
 Summer/Seasonal Summer Camp

Are you willing to work a schedule other than the usual 8 a.m. – 5 p.m. business day?

- Yes No

Which position are you applying for? _____

What other departments are you interested in?

- | | | |
|-----------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Programs | <input type="checkbox"/> Outdoor Education Ministry/Environmental Leadership Program |
| <input type="checkbox"/> Dining Service | <input type="checkbox"/> Registration | <input type="checkbox"/> Development |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Sales | <input type="checkbox"/> Summer Camp |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Marketing | <input type="checkbox"/> Other |

If you are hired, what day can you start work? _____

What starting salary or wage do you expect? _____ Per _____

How did you hear about employment opportunities here at Mo-Ranch? _____



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:

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

List any professional memberships you belong to:

REFERENCES:

Reference 1:

Name: _____ Daytime phone: _____
Company/organization: _____ Years acquainted: _____
Relationship: _____ Email: _____

Reference 2:

Name: _____ Daytime phone: _____
Company/organization: _____ Years acquainted: _____
Relationship: _____ Email: _____

Reference 3:

Name: _____ Daytime phone: _____
Company/organization: _____ Years acquainted: _____
Relationship: _____ Email: _____



EMPLOYMENT HISTORY: *(Please list in chronological order starting with your most recent employer)*

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

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

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

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

MISCELLANEOUS INFORMATION:

Are you legally entitled to work in the United States?

Yes No

Are you able to provide us with the required documentation on your first day of work?

*The federal immigration law requires every employee to prove their identity and eligibility for U.S. employment.

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

Are any of your family members employed by Mo-Ranch?

Yes No

If yes, explain: _____

Have you ever been convicted of a crime, including DUI?

Yes No If yes, explain:

Are there any felony charges pending against you?

Yes No If yes, explain:

Have you ever been disciplined or fired from employment?

Yes No If yes, explain:

Do you have a problem supporting the mission of Mo-Ranch?

Yes No

Have you served in the military?

Yes No

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

By signing below, I certify all information is true and correct to the best of my knowledge.

Signature

Date



ACKNOWLEDGEMENTS:

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?

Signature

Date

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.

Signature

Date

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.

I authorize Mo-Ranch to conduct a criminal background check on me and obtain information about me from my previous employers, schools and credit sources. I authorize my previous employers, schools that I have attended and all credit sources to disclose to Mo-Ranch such information about me as Mo-Ranch may request.

Signature

Date

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.



Signature

Date

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.

Signature

Date

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.

Signature

Date