



# EMPLOYMENT APPLICATION

**STRONGHOLD**  
 Camp & Retreat Center  
 1922 IL RT 2 - North  
 Oregon, IL 61061  
 (815) 732-6111  
 www.strongholdcenter.org

Name: Last \_\_\_\_\_ Middle Int. \_\_\_\_\_ First \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please PRINT clearly

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

If you are younger than 18 years old, how old are you? \_\_\_\_\_ SSN: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do you have a reliable means of transport to work: Yes No What wage are you expecting? \_\_\_\_\_

(Please circle one)

Are you eligible to work in the U.S.? Yes No Have you ever been convicted of a felony? Yes No

(Proof of eligibility is required upon employment)

(Please circle one)

(Please circle one)

## AVAILABILITY

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From							
To							

Summer  School Year  All Year   
(Please check one)

Min. number of hours needed to work: \_\_\_\_\_

Maximum number of hours to work: \_\_\_\_\_

Are you willing to work a schedule other than 8-5 business day? Yes No

*If you have a resume, you may attach it to this document in addition to the following of the Employment & Education Histories*

## EMPLOYMENT HISTORY

Have you ever worked for Stronghold before? Yes No If so, when? \_\_\_\_\_

(Please circle one)

### PLEASE LIST YOUR THREE MOST RECENT JOBS

Start Date	End Date	Name of Employer	Phone #	Supervisor	Earnings	Reason for leaving

## EDUCATION HISTORY

High School (last attended) Location Did you graduate? Yes No

College & Vocational School Location Did you graduate? Yes No

## MILITARY HISTORY

Branch \_\_\_\_\_ Rank \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## PERSONAL BACKGROUND

What are your interests and activities? \_\_\_\_\_

Please list awards and/or leadership positions held (work or school) \_\_\_\_\_

\_\_\_\_\_

## PERSONAL REFERENCES

Name	Address	Phone	Relation	Years Known
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PERSONAL STATEMENT

What job are you applying for: \_\_\_\_\_

Please describe why you should be selected for this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that completion of this application does not indicate that there are any positions currently open and does not obligate Stronghold to hire me. I certify that all of the answers given in this application are true and complete to the best of my knowledge and are subject to confirmation by Stronghold.

Stronghold may make such investigation and inquiries of my personal, employment, financial, academic history and other related matters as may be necessary in determining whether I can perform the essential functions of the position which I seek. I hereby release past employers, schools and all persons contacted from all liability in responding to inquiries in connection with my application.

If I am employed, I understand that false or misleading information given in my application or interview(s) may result in termination. I understand that I am required to abide by all employer rules and regulations.

## TO BE READ AND SIGNED AT THE TIME OF APPLICATION

I understand that it is the objective of Stronghold to provide the highest quality programs and services with the highest caliber of employees possible. I also understand that one of the hardest things to prevent is the mishandling of Stronghold property from within. Therefore, I acknowledge the reasonableness of and consent to the following items. *Please read and initial each item then sign and date the application.*

- \_\_\_\_\_ 1. References and Criminal Background Check: Stronghold 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, Stronghold will conduct a criminal background screen.
- \_\_\_\_\_ 2. Driver Record: From time to time, some employees of Stronghold are required to drive a Stronghold vehicle, either on or off the premises. The Stronghold insurance carrier requires that a Department of Motor Vehicles (DMV) Check is made on all persons that may drive a Stronghold 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 DMV. List anything on your driving record which may make you uninsurable.
- \_\_\_\_\_ 3. The business needs and the general operation of Stronghold as a retreat and camping 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 if employed by Stronghold.*
- \_\_\_\_\_ 4. 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 Stronghold, other than the General Presbyter has authority to change the terms of an at-will employment and that any such change can occur only in a written employment contract.
- \_\_\_\_\_ 5. If accepted for employment with Stronghold. 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.

I have read and understand, acknowledge and accept the above.

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

## FOR OFFICE USE

Date of Interview: \_\_\_/\_\_\_/\_\_\_

Interviewed by: \_\_\_\_\_

Date of Hire: \_\_\_/\_\_\_/\_\_\_

Beginning Work Date: \_\_\_/\_\_\_/\_\_\_

Beginning Salary/Wage: \_\_\_\_\_

Probationary Period from: \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_

Criminal Background Report completed: \_\_\_/\_\_\_/\_\_\_

Department of Motor Vehicles Report completed \_\_\_/\_\_\_/\_\_\_