

**Cahaba Environmental Center
Living River: A Retreat on the Cahaba
Employment Application**

Name: _____ Today's Date: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

E-mail Address: _____

Age: Under 18 ___ Over 21 ___ Gender: ___ Male ___ Female

EMPLOYMENT HISTORY

List previous three employers starting with most recent

Organization: _____ Location: _____

Dates of Employment: _____ Position: _____

Reason for Leaving: _____

Organization: _____ Location: _____

Dates of Employment: _____ Position: _____

Reason for Leaving: _____

Organization: _____ Location: _____

Dates of Employment: _____ Position: _____

Reason for Leaving: _____

Have you ever been involuntarily terminated from a job? If so please explain.

EDUCATION

High School Attended: _____

High School Diploma: ____ Yes ____ No

College/University Attended: _____

Degree: _____ Major: _____

Other Training/Certifications: _____

REFERENCES

Please provide three references who know you well and can provide us with insight into your character, experience, education and suitability for this position.

References should not include family members.

1. Name: _____

Relationship to Applicant: _____

Phone Number: _____ E-mail Address: _____

2. Name: _____

Relationship to Applicant: _____

Phone Number: _____ E-mail Address: _____

3. Name: _____

Relationship to Applicant: _____

Phone Number: _____ E-mail Address: _____

APPLICATION INFORMATION

What position are you applying for? _____

When are you available to start work? _____

Which type of position are you willing to accept?

Full Time Part Time Seasonal

Are you available to work: Evenings Weekends Holidays

Are there any other restrictions or requirements that Living River should be aware of in considering your application? No Yes (Please explain)

VOLUNTARY DISCLOSURE

Have you ever been convicted of a felony? No__ Yes__

Have you been convicted of a crime related to drug or alcohol use? No__ Yes__

Have you ever been charged with or convicted of a crime related to child or sexual abuse? No__ Yes__

Are there any other reasons to question your suitability for working at an organization that serves children? No__ Yes__

If the answer to any question is yes, please explain the circumstances.

APPLICANT'S CERTIFICATION & AUTHORIZATION

I certify that, to the best of my knowledge, my answers to the foregoing questions and statements are correct and complete. I understand that misrepresentation or omission of facts in this application may disqualify me from further consideration for employment, and may result in my discharge from employment, if discovered at a later date.

Reference Checks

I authorize Living River to contact any or all of my references and former employers to inquire about my past job performance, education, personal character, and suitability for employment. I further agree that I will hold those individuals and entities who respond to requests for information harmless for any information they provide as a result of such contact, and release them from liability for the result of any such information. I hereby waive any right that I may have to inspect any information provided about me by any person or organization in the course of complying with this authorization.

Criminal Background Check

I authorize and agree that a criminal background check be conducted.

Driving Record

I authorize and agree that a driver record check be conducted.

Drug Testing

I expressly consent to submit to drug and/or alcohol testing upon request both prior to and, if employed, during employment with Living River.

Employment at Will

I understand that if I am employed, my employment may be terminated at any time by either myself or Living River for any reason, with or without notice. I agree that, should I be employed, it will be at-will and will not be governed by any contract, either express or implied

Employment Policies

If I am employed, I understand and agree that I will be bound by the policies of Living River.

Applicant's Signature _____

Date: _____