

# Mt. Morris Camp & Conference Center Staff Application

Return to:

PO Box 676; Wautoma, Wisconsin 54982-0676

Phone: (920)787-2861      Fax: (920)787-0072      [mtmorris@bugnet.net](mailto:mtmorris@bugnet.net)      [www.mt-morris.org](http://www.mt-morris.org)



(Please type or print.)

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

Permanent Address \_\_\_\_\_  
Street & Number      City      State      Zip

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Area & Number      Area & Number      Print clearly

Secondary Residence (if applicable) \_\_\_\_\_  
Street & Number      City      State      Zip

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
Area & Number      Area & Number

What position are you applying for? \_\_\_\_\_

Are you 18 years old or older?  Yes  No    If not, provide your birth date \_\_\_\_\_

If disabled, can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation?       Yes     No

Are you legally eligible to work in the United States?       Yes     No  
 (If you are a foreign national, attach a copy of your work visa)

**Past Work History** Provide a full record of all employment – paid and volunteer – and explain any gaps in employment. Include any positions on camp staff. Use a separate sheet, if necessary.

| Dates | Employer/Supervisor | Address & Phone | Nature of Work | Reason for Leaving |
|-------|---------------------|-----------------|----------------|--------------------|
|       |                     |                 |                |                    |
|       |                     |                 |                |                    |
|       |                     |                 |                |                    |
|       |                     |                 |                |                    |
|       |                     |                 |                |                    |

Indicate any employer you **do not** wish us to contact, and the reasons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References** Give names and addresses of three persons (one of whom must be a past or present employer) having knowledge of your character, experience, work habits, and ability.

| Name | Address & City | Phone & Email |
|------|----------------|---------------|
|      |                |               |
|      |                |               |
|      |                |               |

**Volunteer Experience**

| Dates | Supervisor | Location | Nature of work |
|-------|------------|----------|----------------|
|       |            |          |                |
|       |            |          |                |
|       |            |          |                |
|       |            |          |                |

**Education High School and Beyond**

| Years | School | Major Subjects | Degree Granted |
|-------|--------|----------------|----------------|
|       |        |                |                |
|       |        |                |                |
|       |        |                |                |
|       |        |                |                |

Write a brief biographical sketch, including specialized training in position applying for, and experience or training in other fields which might have a bearing on the position(s) for which you are applying. Attach a separate sheet if necessary.

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Answer these questions only if applying for a position requiring driving

Do you have a valid driver's license?       Yes    No    State \_\_\_\_\_

Do you have a commercial driver's license?    Yes    No    State \_\_\_\_\_

What contributions do you think you can make at Mt. Morris?

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**Harassment** The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (note: a prior accusation is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by Mt. Morris before any decision is made.)

Yes    No

Explain \_\_\_\_\_

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**Criminal Record** Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.)

Yes    No

Explain \_\_\_\_\_

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**PLEASE READ BEFORE SIGNING**

We appreciate your interest in a position with Mt. Morris Camp & Conference Center. If you have questions about making the following statement, please ask the interviewer to explain.

I authorize investigation of all statements herein, including any checks of criminal records, reference checks, and release Mt. Morris and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law, which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by Mt. Morris Camp & Conference Center.

**Statement of Application**

In the event of my employment by Mt. Morris Camp & Conference Center I will comply with all policies set forth by the Center. I further understand that inquiries may be made concerning background, my experience, prior employment, and me. You, or your representatives may make inquiries or requests, to any governmental agency, including law enforcement agencies or departments, or any other party with a legal and proper interest. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for my employment or, after employment, would be cause for termination of employment with Mt. Morris Camp & Conference Center.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely an "employment at will" giving either me or Mt. Morris Camp & Conference Center the right to terminate my employment at any time without liability or obligation except for my regular pay through date of termination. My employment at will status can only be changed or modified by a written contract signed by both Mt. Morris Camp & Conference Center and me.

I hereby acknowledge that I have read and understood the above statements and that I voluntarily sign this application.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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