

Timber-lee Christian Center

Employment Application Policies & Practices

Equal Opportunity Employer

It is the policy of Timber-lee Christian Center to achieve Equal Employment Opportunity in all Human Resource actions and procedures, including, but not limited to recruitment, hiring, training, transfers, promotions, compensation, benefits and all other terms and conditions of employment.

This policy is effected through a program designed to develop a work force with appropriate regard for race, color, age, sex, handicap, national origin, ancestry, marital status, and medical condition. The employees that are hired and promoted are selected from all applicants on the basis of qualifications deemed essential for job performance and ministry results.

There will be no discrimination because of race, color, sex, age, handicap, or national origin. There will be no discrimination because of past history of illness or because of conviction of court of law, unless such situations indicate that an individual may not be spiritually, morally, or otherwise unqualified for a specific open position.

Religious Organization Discrimination Exception

Timber-lee Christian Center is a non-profit religious organization founded upon and dedicated to Christian principles and in affiliation with the Evangelical Free Church of America. As such, Timber-lee has the right under the religious entity exception outlined in Section 702 of Title VII of the 1964 Civil Rights Act to select or discharge employees in a manner consistent with its mission. Therefore, Timber-lee does require of candidates, and subsequently employed individuals, an attestation to a statement of faith, and imposes religious standards of conduct and practice as a condition of employment. Timber-lee Christian Center whose mission statement reflects and communicates the evangelical nature of the organization, deems it essential for the proper functioning of Timber-lee that all staff be professing and practicing Christians, committed to Jesus Christ.

Instructions:

Each applicable section of this application must be completed before you can be considered for a position with *Timber-lee Christian Center*. Please print on this application or apply on-line at www.timber-lee.com.

Timber-lee Christian Center will confirm with you receipt of your application and notify you that your personal references have been forwarded forms to complete and return on your behalf.

All applicants that are determined to be candidates for an open position will be required to have a phone or personal interview with designated Timber-lee staff. Some job categories may be required to obtain a medical examination or skills or fitness test upon a conditional offer of employment.

If you have any questions regarding the application process, positions available, or are requesting reasonable accommodations in completing an application, please contact the Human Resources Department at (262) 642-7345 or at hr@timber-lee.com.

This application is void after a period of 120 days. If you have not been hired within that period of time and are still interested in being considered for employment, you must reapply.

**Return this application to: Human Resources Department, Timber-lee Christian Center,
N8705 Scout Rd., East Troy, WI 53120 or fax to: 262.642.7517**

Timber-lee Christian Center Statement of Faith

We believe the Scripture, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the divine and final authority for all Christian faith and life.

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

We believe that Jesus Christ is true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the scriptures. Further, He arose bodily from the dead, ascended into Heaven, where at the right hand of the majesty on High, He is now our High Priest and Advocate.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus and during this age to convict, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for Godly living and service.

We believe that man was created in the image of God, but fell into sin and is therefore lost and only through the regeneration by the Holy Spirit can salvation and spiritual life be obtained.

We believe the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus are born of the Holy Spirit and thus become children of God.

We believe that the Lord's Supper and Water Baptism are ordinances to observe by the church during this present age. They are not, however to be regarded as a means of salvation.

We believe that the True Church is composed of all such persons who through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.

We believe that only those who are thus members of the True Church shall be eligible for membership in the local Church.

We believe that Jesus Christ is the Lord and Head of the Church and that every local Church has the right under Christ to decide and govern its own affairs.

We believe in the personal premillennial, and imminent coming of our Lord Jesus Christ and that the "Blessed Hope" has a vital bearing on the personal life and service of the believer.

We believe in the bodily resurrection of the dead, of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to judgement and everlasting conscious punishment.



PERSONAL

Name (Last, First, Middle)	Social Security Number
Present Address (street, P.O. Box)	Telephone Number
City, State, Zip	Email
Permanent Address (Street, City, State, Zip) if different from above	
Name of parent or guardian (if under 18 years of age)	
Address of parent or guardian if different from address above	

Are you 18 years of age or older? Yes No

Are you legally authorized to work in the United States and will be able to present evidence of authorization?
Yes No

Have you ever worked under or used a different name? If yes, please provide name or name(s) below.

Do you have the ability to perform all essential job related functions for the position applied for with or without reasonable accommodation? Yes No

Have you ever been employed by Timber-lee Christian Center before? Yes No

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses*? Yes No

If yes, describe in full. *A conviction will not necessarily be a bar to employment and will be considered only if job related.

Timber-lee Christian Center reserves the right, in its discretion, to conduct criminal background checks.
Please list counties, states, and countries of residence for the past seven years

County _____	State _____	Country _____	Dates of Residence _____
County _____	State _____	Country _____	Dates of Residence _____
County _____	State _____	Country _____	Dates of Residence _____

Driver's License No. _____ State Issued _____ Exp. Date _____

Employment Opportunity

Employment status applying for? Full Time Part Time Summer Internship

If summer, please provide earliest date and latest date available in the season? And if there are any date(s) of work absences that you are requesting accommodation for. _____

Position Applied For: _____

EDUCATIONAL BACKGROUND

Type of School	Name & Address of Institution	Degrees	Course or Major
High School			
Technical/Vocational			
College			
Other			

Special Training / Skills / Certifications _____

EMPLOYMENT HISTORY (Please list in order, last or present employer first. Use additional sheets as necessary.)

1

From Mo. Yr.	Name	Title/Position	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Reason For Leaving
	Address			
To Mo. Yr.	City & State	Supervisor		
	Phone No.			

Describe in detail the work you did:

2

From Mo. Yr.	Name	Title/Position	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Reason For Leaving
	Address			
To Mo. Yr.	City & State	Supervisor		
	Phone No.			

Describe in detail the work you did:

3

From Mo. Yr.	Name	Title/Position	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Reason For Leaving
	Address			
To Mo. Yr.	City & State	Supervisor		
	Phone No.			

Describe in detail the work you did:

We may contact the employers listed above unless instructed otherwise below.
Check the box number(s) you would prefer we not contact, if any. 1 2 3 Reason: _____

Have you been discharged from any of the above positions: Yes No If yes, explain: _____

3. Why do you want to serve at Camp Timber-lee? _____

4. For positions working directly with youth as summer staff or instructors:
What experiences do you have working with children and youth (ages 6-18)?

I understand and agree to the following:

1. I have read and agree with the Statement of Faith.
2. I certify that the facts set forth in this application are true, correct and complete without misrepresentation or omissions of any kind whatsoever. I authorize the investigation of the statements I have made herein. I further understand that any misrepresentation of fact, as stated implied, given in my application, interview(s) or any other employment form or document provided Timber-lee, may be sufficient reason not to hire me or may be reason for dismissal.
3. I authorize Timber-lee to investigate my education, employment history and background and all representations I have made, and I authorize any current or prior employer, school, reference and other entity or person to disclose to Timber-lee any and all information concerning me that they may have, and waive any right to verbal or written notice of such disclosures, and hereby release all parties, including Timber-lee Christian Center, from any and all liability relating to such investigations and disclosure of information.
4. I understand that in connection with this application of employment, Timber-lee may procure a consumer report (background check) on me as part of the hiring process. In addition, Timber-lee reserves the right to conduct subsequent consumer or investigative reports, after any offer of employment. In the event that the information from the report is utilized in whole or in part in making an adverse decision with regard to your potential or continued employment, before making the adverse decision, Timber-lee will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act.
5. I understand that this application is intended for evaluating my qualifications of employment. *This is not an employment contract.* If hired, I understand that nothing shall restrict my right as an employee or the right of Timber-lee Christian Center to terminate my employment without cause and without notice, at any time.
6. If I am offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the U.S.

Signature _____ Date _____