

# Elim Lodge Christian Retreat & Conference Centre



## EMPLOYMENT APPLICATION FORM

**The mission of Elim Ministries is to help people connect with God and each other in order to be transformed into the image of Christ through His Word and Spirit while enjoying His creation and community.**

Dear Applicant,

Thank you for your interest in working with us at Elim Lodge for the 2021 season! Before you start filling in the application, we would like for you to read the story of how God brought us to where we are today.

Elim Lodge was founded by Mrs. Pearl Arnold in 1946 on 15 acres of land as a place of retreat for Bible study and fellowship with followers of Christ. In 1963, Bernie Aldridge, who had been Director of Extension at Moody Bible Institute in Chicago, purchased Elim. Together with his wife Ruth, the ministry of teaching and encouragement continued on this oasis of tranquility in a beautiful setting.

In 1974, four Brethren churches from Peterborough banded together to purchase Elim Lodge from Mr. & Mrs. Aldridge and determined that it become a not-for-profit corporation called Elim Ministries. In the next years, Elim expanded to 48 acres. New buildings were added, including a 500-seat chapel which has been available for many purposes over the years.

Presently, Elim Lodge covers 75 acres of land where friends and families are able to come away and be served by a community of believers devoted to Christ and His Church. Inspired by (over) 75 years of meaningful history, we continue to invite proven speakers, missionaries and artists to invest time at our summer conferences so that guests can be encouraged and challenged in their faith while being refreshed and renewed to engage with grace and compassion at their place in the harvest.

Elim belongs to God, and we are all blessed with the privilege to steward it for His glory. As we commit to improving the infrastructure and facilities of Elim Lodge, we depend on God's wisdom and provision; pursuing excellence in management.

Our buildings and programs are not what make a difference in peoples' lives at Elim; people influence people. We pray that God will reveal Himself to each of us in such a way that we will be eager to reflect Him faithfully in our lives and relationships.

If this is a desire of yours, we would love to have you serve with us!! Please fill out our application and share your story with us. We look forward to hearing from you and, together, determining if this is God's fit for you this year.

In Christ,

*Gregg S. Bryce*

Gregg Bryce

Director

[director@elimlodge.com](mailto:director@elimlodge.com)

647-225-4228

## **This will be your Application & Employment Experience:**

**Part 1.** Personal Information and Interests – fill & return this form to [director@elimlodge.com](mailto:director@elimlodge.com)

**Part 2.** Interview (by Phone)

**Part 3.** Offer of Employment (Letter)

**Part 5.** Summer Bi-weekly or Monthly Reviews

**Part 6.** Exit Interview

### **Part One:**

#### **PERSONAL INFORMATION**

Name:

E-mail:

Phone:

Address:

Are you legally eligible to work in Canada?  Yes  No

Date of Birth (MM/DD/YY):

If a minor (under 18), please include the name of your  Father  Mother  Guardian

Name:

Telephone:

Have you previously been an employee of Elim Ministries?  Yes  No

In what capacity and year (begin/end):

How did you hear about Elim Ministries? (Select all that apply)

Newspaper  Website  Church  Friend/Relative  Other:

#### **Availability:**

I could start working at Elim on:

I need to finish working at Elim by:

## EMPLOYMENT HISTORY

Are you currently employed?  Yes  No If so, may we contact your current employer?  Yes  No

Employer / Organization: <i>(Most recent first)</i>	Position / Duties	Supervisor's Name & Contact Information: Phone#, E-mail, Address	Pay	Dates of Employment:
* Reason for leaving:				
* Reason for leaving:				
* Reason for leaving:				

*Additional comments/explanation (use a separate sheet of paper, if necessary):*

## EDUCATIONAL HISTORY

Education	Name of School	Grade/Level	Diploma/ Degree
High School (Secondary school)			
College/University (Post-Secondary Educ.)			
Other Training			

*Additional comments/explanation (use a separate sheet of paper, if necessary):*

## CRIMINAL HISTORY

Have you ever been convicted of a criminal offense? (Felony or serious misdemeanor)  Yes  No

If yes, please state the nature of the crime(s), when and where convicted; has the case been resolved:

*(Note: Conviction will not necessarily disqualify an applicant.)*

Are there any circumstances involving your lifestyle or background that would call into question your ability to work around children or youth?  Yes  No

If "yes", please explain:

## EMPLOYMENT INTERESTS:

- Full Time/Benefitted Employment
- Part Time Employment
- Summer Employment

Areas of Interest -- *not guaranteed positions* (check all that apply):

- Kitchen
- Dining Room
- Snackery
- Kids' Program
- Teen Program
- Lifeguard
- Housekeeping
- Maintenance/ Grounds

Are you able to perform the essential functions of the job for which you are applying?

- Yes
- No

If no, please explain the functions that you would be *unable* to perform and why:

**Why do you want to serve at Elim Ministries?**

## **PLEASE READ THIS PAGE CAREFULLY.**

Please **print out this page**, initial your understanding and agreement of each paragraph, sign where required and return it as an attached document (or take a picture *of this page only*) and return by e-mail with your application to [director@elimlodge.com](mailto:director@elimlodge.com).

### **EMPLOYMENT AT WILL POLICY**

Employment is with the mutual consent of you and Elim Ministries. Consequently, both you and Elim Ministries have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will agreement constitute the entire agreement between you and the ministry on the subject of termination and it supersedes all prior agreements. Although other company policies and procedures may change from time to time, this employment at will agreement will remain in effect throughout your employment with the ministry unless it is specifically modified by an express written agreement signed by you and the manager of the ministry. This employment at will agreement may not be modified by any oral or implied agreement.

The ministry is committed to equal employment opportunity for all qualified persons, without regard to race, age, color, sex (including pregnancy, childbirth, and related medical conditions), national origin, ancestry, physical disability, mental disability, medical condition, family care status, veteran status, or marital status, to the extent required by law. Elim Ministries is an Equal Opportunity Employer. Our application form is designed to obtain an applicant's skills, knowledge and abilities based on specific job requirements. Questions are designed to gain enough data for us to determine an applicant's abilities to successfully perform the job for which he/she is applying.

### **Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I certify that I, the undersigned applicant, have personally completed this application.

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge.

\_\_\_\_\_ I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize Elim Ministries to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the ministry any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure.

\_\_\_\_\_ I hereby release Elim Ministries, my former employer and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please feel free to attach a current resume and references to your completed application.***