

# Elim Lodge

Christian Retreat & Conference Centre

## Summer 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.**

Dear Applicant,

Thank you for your interest in partnering with us for the 2023 Spring and/or Summer season!

Elim Lodge exists for the purpose of providing a haven where friends and families are able to come away, find rest, restore and renew while being served by a community of believers devoted to Christ and the building up of His Church. Inspired by (over) 75 years of meaningful testimonies, we continue to invite trusted speakers, missionaries and artists to invest time at our summer conference so that residents and guests can be encouraged and challenged as they engage with God's Word and His people. **This is the community with and to whom you will be serving.**

We look forward to building a team whose heart's desire is to grow in their relationship with Christ, reflecting HIS heart through compassionate and faithful service.

**If this resonates with you, we would love for you to fill out the attached application.**

We look forward to hearing from you and, together, determining if this is God's fit for you this summer.

Serving Christ,

*Gregg S. Bryce*

Gregg Bryce

Elim Lodge, Executive Director

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

647-225-4228

### **EMPLOYMENT POLICY**

Elim Ministries is committed to equal employment opportunity for all qualified persons, without regard to race, age, color, gender (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 they are applying.

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

**Part 1.** Personal Information, History of Employment and Interests:

Complete & return this form to Gregg Bryce at [director@elimlodge.com](mailto:director@elimlodge.com)

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

**Part 3.** Offer of Employment from Director (Letter via Email)

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

**Part 6.** Exit Interview

696 Elim Lodge Rd, Lakehurst, ON K0L 1J0

705-657-8306 or 1-800-420-6287 / Fax: 705-657-3472 / [info@elimlodge.com](mailto:info@elimlodge.com) / [www.elimlodge.com](http://www.elimlodge.com)

# 1. APPLICATION

## 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 (17 & under), please include the name of your  Father  Mother or  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 intend to **finish** working at Elim on:

### 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):*

**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	Dates of Employment: MM/YY – MM/YY
* Reason for leaving:			
* Reason for leaving:			
* Reason for leaving:			
* Reason for leaving:			

**References: *If available, please attach a current resume to your completed application.***

Please provide Name & Contact Information (Name, Phone # & Email address) for **3 references** from the following options:

- Work (Supervisor):
- Church-related Ministry (Pastor or Supervisor):
- Volunteer Work (Supervisor):
- Other (indicate relationship):

**Employment Interests:** Areas of Interest – your choice of position is not guaranteed (check all that apply):

- All employees will have secondary responsibilities, as required throughout the summer.
- A brief explanation of the responsibilities required in each of these roles are available on request.

- |                                      |  |                                       |  |                                    |
|--------------------------------------|--|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Kitchen     | <input type="checkbox"/> Kids' Program | <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Office          | <input type="checkbox"/> Snackery  |
| <input type="checkbox"/> Dining Room | <input type="checkbox"/> Teen Program  | <input type="checkbox"/> Maintenance  | <input type="checkbox"/> Grass & Grounds | <input type="checkbox"/> Lifeguard |

**Please provide a brief explanation as to why you would like to serve at Elim, and any additional comments/explanation:**  
(e-mail the Director or 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, and if 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:

**Agreement: Print this page to sign**

Please check each box to indicate your understanding and agreement of each paragraph, sign where required, scan (or take a picture *of this page only*) and return with your completed application form by e-mail to: Gregg Bryce at [director@elimlodge.com](mailto:director@elimlodge.com).

**A check in each box shall indicate your understanding and agreement:**

- 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.

**Submission:**

- I certify that I, personally, have completed and submitted this application.

Applicant Full Name:

X

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

***If a Minor (age 17 or younger):***

- My parent(s) or guardian are aware that I am submitting this application.

Parent/Guardian Name:

X

\_\_\_\_\_   
Parent or Guardian Signature

**DATE:**