



# MOUNT ANGEL A B B E Y

## APPLICATION FOR EMPLOYMENT

Thank you for considering Mount Angel Abbey in your job search. Mount Angel Abbey is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or any legally protected classifications. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

Please fill out all areas of the application **completely** and accurately and list required information directly on the application.

### PERSONAL INFORMATION

Name \_\_\_\_\_  
First Middle Last

Preferred Name (i.e. John instead of Jonathan) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

Home phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Email address \_\_\_\_\_

### EMPLOYMENT INTEREST INFORMATION

Position applied for \_\_\_\_\_

Date you can start \_\_\_\_\_ Days available:  Su  M  Tu  W  Th  F  Sa

Type of position:  Full Time  Part Time \_\_\_\_\_ hours per week  Days  Evenings  Any Shift

### EDUCATION

TYPE OF SCHOOL	SCHOOL NAME	CITY AND STATE	GRADUATE? (list degrees/certificates)
High School			<input type="checkbox"/> yes <input type="checkbox"/> no
College or University			
Other Schools			

## WORK EXPERIENCE

Please list most recent or current jobs first. Include military service as part of employment record and account for any gaps in employment. Be sure to include all requested information; **“see resume”** is not sufficient.

Employer	Last supervisor
City, State	Last job title
Phone	
Employment dates From                          To	
Reason for leaving	
List jobs held, duties performed, advancements or promotions while working for this employer.	

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**GENERAL INFORMATION**

May we contact your present employer?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you 18 years of age or older?	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have the legal right to work in the United States? (If hired, you will be required to provide identification to prove eligibility for employment)	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have experience in, or have you ever worked in a similar industry or business before? If yes, please explain (including length, position, and industry):	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you a "Veteran" as defined under Oregon law (ORS 408.225(e))? If you answer "yes" to this question, your service record should be reflected in the Work Experience section of your application.	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you a "Disabled Veteran" as defined under Oregon law (ORS 408.225(c))? If you answer "yes" to this question, your service record should be reflected in the Work Experience section of your application.	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been the subject of allegations related to abuse or misconduct with minors? If yes, please explain.	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you been employed or attended school using any other name? If yes, please indicate names previously used:	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you able to perform the primary duties of the job as outlined in the job description or job posting with or without reasonable accommodation? If no, please explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? If yes, please explain:	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you been previously employed at Mount Angel Abbey? If yes, please list dates of employment: From _____ To _____	<input type="checkbox"/> yes <input type="checkbox"/> no

**ADDITIONAL INFORMATION**

Please use the space provided to explain any periods not worked or list any other information you would like us to know in considering your application for employment.

## REFERENCES

Please list three persons who are not related to you and who have knowledge of your qualifications for the job for which you are applying.

Name \_\_\_\_\_ Business/Occupation \_\_\_\_\_

Relationship to you \_\_\_\_\_ Years Known \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Business/Occupation \_\_\_\_\_

Relationship to you \_\_\_\_\_ Years Known \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_ Business/Occupation \_\_\_\_\_

Relationship to you \_\_\_\_\_ Years Known \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## BACKGROUND CHECKS

Praesidium, Inc. conducts background checks for Mount Angel Abbey. All background checks are completed online. Praesidium's website is a secure website and Praesidium takes all necessary precautions to ensure the safety and confidentiality of personal information provided for background checks.

Background checks will not be requested unless and until an offer of employment is given. Once an offer is extended, an email will be sent from [backgroundcheck@praesidiuminc.com](mailto:backgroundcheck@praesidiuminc.com) which will provide access to an online form. Please note that the link provided in Praesidium's email is only valid for 7 days from the date it is sent.

## APPLICANT'S AUTHORIZATION AND RELEASE OF CLAIMS

*Please read carefully before signing*

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize Mount Angel Abbey to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. Mount Angel Abbey has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

If hired, I recognize the rules and policies of Mount Angel Abbey. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Mount Angel Abbey or myself. I understand that the Abbot or President Rector are the only persons who have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. I also understand that unless otherwise stated in an employment contract, the organization may change, withdraw and interpret policies (including wages, hours and working conditions) as it deems appropriate.

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Mount Angel Abbey for their use in evaluating my suitability for employment. Further, I release the examining facility and Mount Angel Abbey from any and all liability, and from any damage that may result from the release of such information.

I authorize Mount Angel Abbey to obtain information regarding my employment including, but not limited to, positions held, dates of employment, last rate of pay, work performance, disciplinary and attendance records, reliability and any incidents of dishonesty, insubordination, threatening or intimidating behavior, and unsafe conduct, including information based upon materials in my files.

I hereby release and hold harmless former employers or other entities their officer, employees, agents and any other person who may communicate or provide information related to my employment from any and all claims, known or unknown to me, whether related to intentional, reckless or negligent conduct, arising from or related to information requested or acquired by Mount Angel Abbey in the course of investigating and analyzing my employment history. I voluntarily grant this release to support my application for employment at Mount Angel Abbey and to encourage Mount Angel Abbey to consider my application. I agree to inform Mount Angel Abbey of any special concerns I may have related to information which Mount Angel Abbey may discover. I have carefully read and understand this Release of Claims and have voluntarily agreed to its terms to assist Mount Angel Abbey in meeting the business necessity of hiring honest, trustworthy, reliable and non-violent employees who will not pose a risk of harm to employees and customers. I agree to fully cooperate with Mount Angel Abbey in gathering information. I understand and agree that documents acquired by Mount Angel Abbey, with the exception of credit information, will be maintained as confidential by Mount Angel Abbey and such information will not be released to me.

If Mount Angel Abbey advances me any pay or paid leave before it is earned, loans me any money, if I fail to return or lose any company property or equipment, if I make unauthorized personal charges on a company credit card or if I fail to pay reimbursed business expenses on a company credit card, I will repay Mount Angel Abbey what I owe, and Mount Angel Abbey may withhold all or part of what I owe via a deduction from wages, including a final paycheck, or other monies Mount Angel Abbey may owe to me. My signature on this application is my authorization for such deductions.

I acknowledge reading and understanding the foregoing statements.

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Print Name

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Signature

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Date