



NEW LIFE RANCH

Employment Application

160 New Life Ranch Drive, Colcord, OK 74338 918.422.5506 www.newliferanch.com

New Life Ranch exists to proclaim the Gospel of Jesus Christ and to equip believers for ministry

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap

I. General Information

Date: _____/_____/_____

Legal Name _____
Last First Middle (Nickname)

Home Address _____ E-mail address _____

City _____ State _____ Zip _____

How long have you lived at this address? _____

If less than seven years, please list prior address(es) and the length of time you lived there:

Home number _____ Alternate number _____

Social Security Number _____ - _____ - _____ Date of Birth _____/_____/_____

Position Applying for _____ Date you are available to start _____

Do you prefer: Part-time _____ Full-time _____

Please circle your answers:

Have you ever worked for New Life Ranch before? If yes, dates: _____ Yes No

Have you ever applied to work at New Life Ranch before? If yes, date(s): _____ Yes No

Is anyone related to you employed by New Life Ranch? If yes, name and relationship: _____ Yes No

Are you legally eligible to work in the United States?..... Yes No

Are you over the age of 18?..... Yes No

Have you ever been convicted of a crime?..... Yes No

If yes, please explain: _____

For driving positions only:

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

Have you been convicted of any moving violations in the past five years? Yes No

If yes, please explain: _____

II. Qualifications

Academic Achievements: (Schools attended, degrees earned, dates of completion)

What would you like for us to know about you? (accomplishments, hobbies, activities, organizations or club membership, etc.)

III. Previous Work Experience: Please list your previous three employers (dating back to at least 5 years)

***Please indicate if a position was a volunteer position**

1.

Company/Employer	Address		
Job Title	Description of duties/responsibilities		
Immediate Supervisor	Phone	Dates of your employment	

2.

Company/Employer	Address		
Job Title	Description of duties/responsibilities		
Immediate Supervisor	Phone	Dates of your employment	

3.

Company/Employer	Address		
Job Title	Description of duties/responsibilities		
Immediate Supervisor	Phone	Dates of your employment	

Other

Company/Employer

Address

Job Title

Description of duties/responsibilities

Immediate Supervisor

Phone

Dates of your employment

IV. References: Individuals who have known you at least three years and who are not related to you by blood or marriage

Name

Mailing or E-mail Address

Phone

Years Known

1. _____
2. _____
3. _____

V. Waiver, Consent and Personal Commitment

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should New Life Ranch extend an offer of employment, such employment is at will, for no specific duration and may be terminated by either New Life Ranch or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of New Life Ranch or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of New Life Ranch except the Executive Director or President of the Board of Directors has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Executive Director or President of the Board of Directors of New Life Ranch.

In consideration for employment with New Life Ranch, if employed, I agree to conform to the rules, regulations, policies and procedures of New Life Ranch at all times and understand that such adherence is a condition of employment. I also agree to refrain from inappropriate conduct in the performance of my duties on behalf of New Life Ranch.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to New Life Ranch and/or its representatives, agents or vendors and I release all parties involved from

any and all liability for all and any damage that may result from providing such information. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

I realize that the ministry of New Life Ranch is to proclaim the gospel of Jesus Christ and to equip believers for ministry. I further understand that New Life Ranch is purposefully designed and programmed to promote spiritual growth and maturity through instruction and training in the basic skills of the Christian life. (Because of this vision for ministry, New Life Ranch requires that all staff agree with and participate in this mission.)

By signing below I acknowledge that I have read, understood and agree to the above statements. I sign this consent freely and under no duress or coercion.

Signature

Date



NEW LIFE RANCH
CONFIDENTIAL Background Check Authorization

Print Name: _____
last first middle

Maiden Name or Alias: _____
Phone Number*

Address: _____
number and street name county

city state zip code

_____/_____/_____
Date of birth Social Security Number Gender Race

_____ Driver's License Number* State* Type*

If you have moved recently (within the past two years) please include your previous address:

Address: _____
number and street name county

city state zip code

The information contained in this application is correct to the best of my knowledge. I hereby authorize New Life Ranch and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, educational background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to New Life Ranch or its agents. I further authorize the complete release of any data or records pertaining to me which the individual, company, firm, corporation or public agency may have, to include information or data received from other sources.

I understand that, if seriously considered for a position at New Life Ranch, I will be required to submit to a background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with or attempts to affect the results of these background checks will result in a withdrawal of any employment offer or of employment if already employed.

By signing below I acknowledge that I have read, understood and agree to the above statements.

Signature Date

*This ministry and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security number and date of birth.

Notice to California, Minnesota and Oklahoma residents:

_____ Check here if you wish to receive a copy of a consumer report or any background check report that is requested.

Essay Questions

Please complete the following questions in a separate document. In general, one to two paragraphs for each question should be adequate.

To be a Graduate Assistant at New Life Ranch, you must participate in the Outdoor and Adventure Leadership Concentration in either the CFM or Evangelism and Leadership programs at Wheaton or Outdoor Program Management at John Brown University.

1. Describe your calling to camp related ministry. Describe the process by which you came to apply for this program?
2. What is your vocational aspiration upon completion of this program? Describe role, type of ministry, and location as appropriate.
3. In which areas of organizational leadership do you feel competent? What areas are in need of development? (Consider the following: budget/finance, marketing, human resources (recruit, hire, supervise), fundraising, vision/strategic planning, site/facilities, running meetings, process design and improvement, and program leadership.
4. To which graduate program have you applied? Why did you choose this program?
5. This is an intense program. You will be a student, engaged in a 24/7 community, and all while filling work related roles in ministry. What challenges do you anticipate as you look forward to this experience?
6. Describe a situation in which you were coached and/or mentored well. What are key components of the process for you personally? What role does the student play? What role does the coach play?
7. What specific questions do you have about the program? About working and living at New Life Ranch?
8. Below are the open Graduate Assistant positions as indicated in the online job descriptions. Please indicate your preferences among the positions listed below:

Adventure Education Specialist

Community Development Specialist

Leadership Development Specialist