



**BLUE MOUNTAIN COLLEGE**  
**Policy: 3.01: Initial Appointment of Employees**

**Staff Employment Application**  
**EMPLOYMENT RECORD**

**Form 3.01.01S**

Company Name / Address	Type of Work	Dates	Reason for Leaving
1. _____			
2. _____			
3. _____			
4. _____			

Branch of Service: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Rank / Type of Service \_\_\_\_\_

Training / Experience Received \_\_\_\_\_

**REFERENCES**

Provide two references who can attest to your work and character. Do not include relatives.

**Reference 1**

Name \_\_\_\_\_

Address / City / State / Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

**Reference 2**

Name \_\_\_\_\_

Address / City / State / Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Years Known \_\_\_\_\_

**FURTHER EMPLOYMENT INFORMATION**

Type of work desired \_\_\_\_\_ Expected salary \_\_\_\_\_

How were you referred to Blue Mountain College? \_\_\_\_\_

Do you have any relatives currently employed by Blue Mountain College?  Yes  No

If yes, please specify \_\_\_\_\_

Is there any information we would need about your name, or use of another name, for us to be able to check your work record?  Yes  No

If yes, please specify \_\_\_\_\_

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Please list below any additional information that relates to your ability to perform the job for which you have applied such as licenses, or special certifications, professional memberships, hobbies, etc.

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We at Blue Mountain College are interested in the selection of staff who are all Christian men and women, experts in their chosen field and who fully support, without qualification, the College's purpose.

Please discuss your salvation experience, your Christian commitment, your view of the essential nature and mission of Christian higher education, and how your Christian beliefs relate to your work.

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**APPLICANTS STATEMENT**

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

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

**NON-DISCRIMINATION STATEMENT**

Blue Mountain College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Blue Mountain College is both a "religious organization" and a "religious educational institution."