



## EMPLOYMENT APPLICATION

### SECTION 1: PERSONAL INFORMATION

First Name:		Last Name:	
Street Address:			
City, State, Zip			
Phone No:		Email Address:	
Referred by:		Date of Application:	

### SECTION 2: EMPLOYMENT DESIRED

Position Applied For:			
Are You at least 16 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you at least 18 years of age?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Desired type of employment:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part Time	<input type="checkbox"/> Seasonal
Have you ever been employed by Green Lake Conference Center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide your job title and dates of employment:			

### SECTION 3: EDUCATION HISTORY

HIGH SCHOOL | COLLEGE | TRADE

Name of School	Years Attended	Degree or certification

### SECTION 4: BACKGROUND INFORMATION

As part of our hiring process, we ask applicants to disclose any convictions or pending charges that are substantially related to the job they are applying for. This excludes minor traffic violations. If applicable, please provide details:

Details:

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### SECTION 4: BACKGROUND INFORMATION

As part of our hiring process, we conduct background checks as a condition of employment with Green Lake Conference Center. If there is anything you'd like to discuss regarding this process before moving forward in the interview process, please let us know.

I acknowledge that a background check is a condition of employment and have no concerns to discuss.

I acknowledge that a background check is a condition of employment and would like to discuss potential concerns before proceeding.

### SECTION 5: WORK EXPERIENCE

PLEASE ATTACH A RESUME WITH ADDITIONAL DETAILS TO SUPPORT QUALIFICATIONS

EMPLOYER	DATES EMPLOYED	POSITION	REASON FOR LEAVING

### SECTION 7: SPECIAL SKILLS

Can you share any specific skills, training, or personal characteristics that you believe will help you excel in this role?


### SECTION 6: PROFESSIONAL REFERENCES

NAME	EMAIL ADDRESS	PHONE NUMBER	YEARS KNOWN



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### SECTION 7: ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I certify that the information provided in this application, along with any supporting documents, is true, complete, and accurate to the best of my knowledge. I understand that any false information, misrepresentation, or omission may result in the rejection of my application or, if employed, termination of my employment at any time.

By signing this application, I authorize Green Lake Conference Center to obtain and review my background information, including, but not limited to:

- Criminal history
- Employment history
- Reference checks

I understand that my employment with Green Lake Conference Center (GLCC) is at-will, meaning that either I or the Company may terminate the employment relationship at any time, with or without cause or notice.

Green Lake Conference Center is a Christian non-profit organization committed to serving its mission with excellence. As a Christian faith-based employer, we reserve the right to prefer employees who share our Christian beliefs and values, as permitted by law.

GLCC is an equal opportunity employer and makes employment decisions without regard to race, color, national origin, sex, age, disability, veteran status, or any other characteristic protected by law. Employment decisions are based on qualifications, merit, and alignment with our mission and values.

Candidates for positions with GLCC must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Visa sponsorship is not available for this position.

I have read, understand, and by my signature, consent to these statements.

An acknowledgment of the truthfulness of the information provided

Consent for the employer to conduct background checks

Understanding of at-will employment

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

\_\_\_\_\_  
Date



## EMPLOYMENT APPLICATION

### AREAS OF EMPLOYMENT OPPORTUNITY

Please check all the areas you would be interested in working in:

<input type="checkbox"/>	Custodial	Maintain cleanliness in public guest areas, offices, and meeting spaces
<input type="checkbox"/>	Dining Services	cooks, food prep, buffet servers, table bussers, dishwashers
<input type="checkbox"/>	Front Desk	Be a welcoming presence to guests and assist with their stay
<input type="checkbox"/>	Grounds Crew and Greenhouse	Help beautify and maintain the GLCC grounds (seasonal position)
<input type="checkbox"/>	Housing Services	Laundry and Housekeeping roles to ensure lodging is kept in excellent condition for guests
<input type="checkbox"/>	Conference Services	Set up rooms and equipment to ensure seamless events
<input type="checkbox"/>	Maintenance	Perform general property repairs, upkeep, and maintenance tasks

### OFFICIAL USE ONLY

Date:

Reviewed by:

Recommendation:

SIGNATURE

\_\_\_\_\_  
Director of Human Resources Signature

\_\_\_\_\_  
Date

#### Instructions for Applicants:

- Fill out all sections completely and accurately.
- Use additional sheets if necessary to provide complete answers.
- Attach a current resume.
- Sign and date the application.

#### Submission:

Return the completed application to the HR Department:

Kristine Johnson – Director of HR and Volunteer Ministries

[kristinej@glcc.org](mailto:kristinej@glcc.org)

Green Lake Conference Center

W2511 State Hwy. 23

Green Lake, WI 54941

Or apply online at [GLCC.org/employment](http://GLCC.org/employment)