



# Employment Application

Bongiorno Conference Center  
430 Union Hall Road  
Carlisle, PA 17013  
717-243-7381

The BCC is a ministry of and department of the  
Pennsylvania-Delaware District Council of the Assemblies of God  
4651 Westport Drive  
Mechanicsburg, PA 17055  
717-795-5921

# Employment Application

The Philip Bongiorno Conference Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, age, sex, disability, or religious creed.

## PERSONAL INFORMATION

Date: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Have you been a Pennsylvania resident for at least the last two consecutive years?  Yes  No  
If No, moved to Pennsylvania in \_\_\_\_\_ / \_\_\_\_\_  
Month Year

Are you 18 years or older?  Yes  No

Are you either a U.S. Citizen or an alien authorized to work in the United States?  Yes  No

## EMPLOYMENT DESIRED

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

Date available to begin work: \_\_\_\_\_ Best time for interview: \_\_\_\_\_

Will you accept employment of:  Full-time  Part-time  Other \_\_\_\_\_

Are you employed now?  Yes  No If yes, may we contact your present employer?  Yes  No

Were you previously employed by the Philip Bongiorno Conference Center?  Yes  No  
If Yes, when? \_\_\_\_\_

Have you ever been convicted of a crime involving abuse, fraud, felony or any misdemeanor involving theft and/or have you been dismissed from employment due to abuse of clients or residents?  Yes  No

The Philip Bongiorno Conference Center is required to complete a Criminal Background Check for you. Do you authorize us to complete this check?  Yes  No

## GENERAL

Special skills and/or subjects of special study: \_\_\_\_\_

Professional organization membership, honors received, volunteer or community service or other qualifications you have which you feel are related to the position for which you are applying\*: \_\_\_\_\_

\* Exclude organizations, the name of which indicates race, creed, sex, age, marital status, color or nation of origin of its members.

## EDUCATION

School	Name and Location of School	No. of Years Attended	Did you Graduate?	Degree, Diploma, or Certificate Received
High School or GED Equivalent			[ ] Yes [ ] No	
College			[ ] Yes [ ] No	
Graduate/ Professional			[ ] Yes [ ] No	

## EMPLOYMENT HISTORY

Dates Employed	Employer
From _____ / _____ Month Year To _____ / _____ Month Year	Employer Name _____ Phone _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
From _____ / _____ Month Year To _____ / _____ Month Year	Employer Name _____ Phone _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
From _____ / _____ Month Year To _____ / _____ Month Year	Employer Name _____ Phone _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____
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## U.S. MILITARY SERVICE

Dates: \_\_\_\_\_ Branch of Service: \_\_\_\_\_

Skills and Experience Gained: \_\_\_\_\_

## PROFESSIONAL REFERENCES

Provide below names of 3 persons not related to you whom you have known at least 1 year.

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Name	Occupation	Address	Phone Number
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Name	Occupation	Address	Phone Number
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Name	Occupation	Address	Phone Number
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## APPLICANT STATEMENT

The Philip Bongiorno Conference Center does not discriminate in hiring or any other decision on the basis of race, color, gender, citizenship, national origin, ancestry, veteran status or on the basis of age or physical or mental disability, unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination or excusing any application from consideration of employment on a basis, prohibited by local, state or federal law. I understand that it is the Philip Bongiorno Conference Center policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the Americans with Disabilities Act.

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false, misleading, or incomplete information given in my application or interview(s) may result in termination of employment. I understand, also, that I am required to abide by all rules and regulations of the Philip Bongiorno Conference Center. The PBCC is a department of the Pennsylvania-Delaware District Council of the Assemblies of God.

I understand if I am hired, that my employment is **at will**, and either party is free to terminate the employment relationship at any time without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that an offer of employment may be contingent on passing the Criminal Background Investigation.

If employed, I will be required to complete an employment Verification form (I-9) and show satisfactory evidence of identity and eligibility for employment.

I voluntarily give the Philip Bongiorno Conference Center the right to make a thorough investigation, to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from all liability and responsibility the employer and its representatives for seeking, gathering, and using such information, and all persons, companies or corporations for furnishing such information.

I have read and fully understand the foregoing and seek employment under these conditions.

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Signature of Applicant

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Date