



### Staff Application

Save this form to your computer first. Then close the browser window, open your saved file, and edit from there. Fill out application as completely as possible. Attach additional pages if necessary.

This form and its supporting materials are confidential and will be reviewed by relevant IMS staff and teachers only. Applicants for employment are considered without regard to race, creed, color, religion, sexual orientation, marital status, genetic information, national origin, ancestry, age, gender, disability, military service, or any other characteristic protected by state or federal law.

Today's date \_\_\_\_\_ Date you are available to start work \_\_\_\_\_

#### Applicant Information

Name \_\_\_\_\_ Email \_\_\_\_\_

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

Country \_\_\_\_\_ Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Position applied for \_\_\_\_\_ Are you a licensed driver? Yes No

Are you 18 or older? Yes No Are you legally authorized to work in the U.S. on a full-time basis? Yes No

How did you hear about this job?

IMS website IMS retreat Flyer Newspaper Word of mouth Other \_\_\_\_\_

Are you currently employed? Yes No If so, may we contact your present employer? Yes No

Have you applied for a position here before? Yes No

If yes, which position and when? \_\_\_\_\_

#### References

Please list the names, phone numbers and email addresses of three references not related to you. Include two people with whom you have worked (preferably at least one supervisor), and someone who is familiar with your spiritual practice. IMS may contact your references as part of the application process.

1. Work reference \_\_\_\_\_ Work relationship \_\_\_\_\_

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

2. Work reference \_\_\_\_\_ Work relationship \_\_\_\_\_

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

3. Spiritual reference \_\_\_\_\_ Relationship \_\_\_\_\_

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

**Employment, Life & Meditation Experience** (If you need more space, use the additional comments field on the next page.)

Please outline your education and employment experience, as it pertains to the job for which you are applying. We encourage you to attach a cover letter and résumé that describe your relevant skills or formal training.

Indicate your meditation retreat experience, if any. List teachers, dates, locations, and length of retreats.

Briefly describe your meditation and/or spiritual practice, if any, and their importance in your life.

Indicate any experience with IMS, such as volunteering, not described above.

Explain briefly why you wish to work at IMS and what your expectations are of work at a residential spiritual center.

**Statement of Agreement**

I certify that all the information I have included in this application is true and complete. I authorize IMS staff to investigate my past employment, education and activities and I release from all liability all persons and organizations supplying such information. I understand that any false information communicated by me on this application shall be sufficient cause for denial of employment or discharge.

I understand that neither this employment application, nor the granting of an oral interview, represents a contract of employment or a promise of future benefits by IMS. I understand and agree that if hired my employment will be at-will in nature. I also understand that this written statement supersedes any and all oral representations that may be made by IMS representatives.

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

Please email your application materials to the contact noted on the particular job posting.

Additional comments: