

IMS Staff Application

This form is designed to be filled in electronically. Please fill it in 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, gender identity, 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	Daytime phone

Position applied for:
Are you a licensed driver? (yes or no)
Are you 18 or older? (yes or no)
Are you legally authorized to work in the U.S. on a full-time basis? (yes or no)
How did you hear about this job? (IMS website, IMS retreat, flyer, newspaper, word of mouth, other)
Are you currently employed? (yes or no) If so, may we contact your present employer? (yes or no)
Have you applied for a position here before? (yes or no) If so, which position and when?

References

Please list the names, phone numbers and email addresses of three professional references not related to you. Include at least one supervisor. IMS may contact your references as part of the application process.

1. Name	Work relationship	E-mail	Phone
2. Name	Work relationship	E-mail	Phone
3. Name	Work relationship	E-mail	Phone

Employment, Life & Meditation Experience

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.

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.

Signed:
Date:

Please email, mail or fax your completed application as indicated on the particular job posting.