

Employment:

Company name & address	Job title	Dates	Rate of pay	Reason for leaving

U.S Military Service

Branch of Service: _____ From _____ to _____

Rank and type of service: _____

Training/Experience received: _____

References: (name, address, phone, relationship) At least 3 must be professional.

1. _____
2. _____
3. _____
4. _____
5. _____

Employment:

Type of work desired: _____ Salary desired: _____

Special skills(include hobbies)/knowledge/licenses: _____

(Use back of sheet if necessary- but number answers)

1. How did you hear about employment at The Mandala Center?
2. What do you know about The Mandala Center? In your own words describe the mission of The Mandala Center? What do we do?

3. Why would you like to work at The Mandala Center? What are your goals?

4. The Mandala Center is open seven days a week and most of our retreats run over weekends and some holidays. Work ebbs and flows depending on the number of retreats we have in a given month. Flexibility is necessary both in terms of scheduling and tasks assigned.

4a. What kind of work (office, housekeeping, grounds etc) are you interested in?

4b. Are you available to work evenings?

4c. Are you available to work weekends?

4d. Are you looking for full-time work?

4e. Are you looking for part-time work? If so, how many hours a week are you interested in?

4f. Are there certain days or times that work better for you or do not work for you?

4g. What would be your ideal work situation at this time?

5. Describe yourself to us. List at least 5 traits or things about you that define who you are. (Examples: detail oriented, compassionate, team player, flexible, organized etc)

The Mandala Center offers a flexible and relaxed work environment, but in exchange we do expect professionalism and dedication when retreats are in session and guests are on the grounds. Sometimes the work load is heavy and constant. Other times it is quiet and slow. With a small staff we all need to know we can count on each other when needed and you may be asked to do something outside of your routine job duties as needed. We try to include staff in decisions and listen to feedback as much as possible. We recognize hard work and encourage play and time off so we all stay healthy.

We are looking for reliable staff that understands they are part of a team at The Mandala Center. We are here to help each other provide the best service possible to our guests.

Friendly, cooperative, and compassionate attitudes are expected. Communication is imperative and taking pride in doing our jobs well helps to manifest productive and prosperous energy for everyone. The Mandala Center also wants to assist in the growth of employees as both professionals and human beings. We strive to provide a work environment that is pleasant, inspiring, compassionate and meaningful. We encourage employees to take one of the retreats offered during the year for their own rest and renewal. In addition this helps all of us understand what it feels like to be a guest at the Center.

If your goals are to 1.be part of a special place and a hardworking team, 2.help and inspire others by providing a comfortable and safe space for them to learn, grow, heal and rest, and 3.develop your own gifts and talents then The Mandala Center may be the place for you.

Applicant's Statement

I understand that New Mexico follows an "employment at will" policy. I or the employer may terminate my employment at any time and for any reason consistent with applicable law. *I understand The Mandala Center suggests that in keeping with a compassionate and professional environment both the employer and employee should offer at least a two week notice prior to ending employment when appropriate and possible.* Behavior and situations that put the organization, guests, or staff at risk or harm will be cause for immediate termination. This employment at-will policy cannot be changed verbally or in writing by anyone other than the executive director of the organization.

This application is NOT a contract of employment. I understand that federal law prohibits employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity. Failure to do so will result in denial of consideration for employment.

I understand that the employer will thoroughly investigate my work and personal history, references and all information obtained on this application and during interviews. I authorize all schools, firms, and individuals named herein, except my current employer if so noted, to provide information requested about me and I release them from all liability for damage in providing such information.

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

Applicant's signature _____ date _____