



Omega Institute for Holistic Studies, Inc. ("Omega") is an equal opportunity employer and complies with all applicable federal, New York State, and local laws.

## **2016 APPLICATION FOR HOURLY STAFF**

Applicants with disabilities may be entitled to reasonable accommodations to assist in completing this application to the extent required by applicable law. A reasonable accommodation is a change in the way things are normally done that will ensure an equal employment opportunity without imposing undue hardship on Omega, such as providing an application with larger font for applicants with impaired vision. Please inform Omega's People and Culture Administrator if you need assistance completing any forms or otherwise participating in the application process.

**\*REQUIRED FIELDS ARE MARKED WITH AN ASTERISK \***

### **\*PERSONAL INFORMATION**

\*LEGAL NAME \_\_\_\_\_

PREFERRED NAME \_\_\_\_\_

\*ADDRESS \_\_\_\_\_

\*CITY \_\_\_\_\_ \*STATE \_\_\_\_\_

\*ZIP CODE \_\_\_\_\_

\*CELL PHONE (with area code) \_\_\_\_\_

LANDLINE (with area code) \_\_\_\_\_

\*BEST TIME TO CALL BETWEEN 9 a.m.-5 p.m. EST \_\_\_\_\_

\*EMAIL ADDRESS \_\_\_\_\_

\*ARE YOU ELIGIBLE TO WORK IN THE US FOR ANY EMPLOYER?

YES

NO

PLEASE NOTE: Omega can only hire staff that are eligible to work in the US and have proper documents evidencing identity and employment authorization.

\*ARE YOU 18 YEARS OF AGE OR OLDER, OR ABLE TO PROVIDE WORKING PAPERS IF YOU ARE UNDER 18?

YES

NO

### **\*WORK OPTIONS**

\*Omega's season starts in April and continues through October. Please indicate your dates of availability: \_\_\_\_\_

\*Please indicate the amount of hours you can work per week: \_\_\_\_\_

## \*BACKGROUND

How did you find out about staff employment?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Omega Program      | <input type="checkbox"/> Culinary Institute of America | <input type="checkbox"/> School                     |
| <input type="checkbox"/> Omega Website      | <input type="checkbox"/> CareerBuilder                 | Name of school: _____                               |
| <input type="checkbox"/> Omega Social Media | <input type="checkbox"/> Idealist                      | <input type="checkbox"/> Hudson Valley Help Wanted  |
| <input type="checkbox"/> Backdoorjobs.com   | <input type="checkbox"/> Craigslist                    | <input type="checkbox"/> Omega workshop participant |
| <input type="checkbox"/> Natural Awakenings | <input type="checkbox"/> Past Omega Staff              | <input type="checkbox"/> Other                      |

If you were referred by staff, please give their name. If "other," please specify. \_\_\_\_\_

\*How would working at Omega contribute to your personal and professional goals?

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\*Omega considers team participation equally as important as work performance. Tell us how you manage conflict within a work context. What have you learned from these experiences?

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## \*SKILLS ASSESSMENT

We hire hourly staff in the following departments based on our needs at the time we receive your application and your skills. Please indicate for which department you are applying:

- Dining Hall (customer service, wait staff, dishwashing, heavy lifting)
- Housekeeping (heavy lifting, bending, independent task management)
- Kitchen (professional cooking and/or baking experience, heavy lifting)
- Garden (commercial gardening or landscape experience, heavy lifting)
- Reception (customer service, computer skills, office work experience)
- Other

## \*REFERENCES

Please note: You must provide two references and include either a written history of your previous employment or a current resume with this application.

Professional Reference: Please provide a professional reference from a current or previous employer.

\*Name \_\_\_\_\_

\*Title \_\_\_\_\_

\*Company/Organization \_\_\_\_\_

\*Relationship to You \_\_\_\_\_  
\*Phone \_\_\_\_\_  
\*Email \_\_\_\_\_

**\*Professional and/or Educational Reference:** Please provide a reference from a current or previous employer or someone who has overseen your education (a school teacher, college professor, yoga teacher training facilitator, etc.)

\*Name \_\_\_\_\_  
\*Title \_\_\_\_\_  
\*Company/Organization \_\_\_\_\_  
\*Relationship to You \_\_\_\_\_  
\*Phone \_\_\_\_\_  
\*Email \_\_\_\_\_

By signing below, you are giving your consent for Omega to contact the references supplied by you in this application. By signing below, you also acknowledge that you have represented yourself accurately. You understand that submitting incorrect information can lead to the termination of your employment at Omega.

***To further protect our community and to promote a safe workplace for coworkers and other participants, if you are selected to join a department, you will also be requested to consent to a background check as a prerequisite for your inclusion in the seasonal community.***

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Signature

Date

Please send this application, your resume, and any attachments to:

People & Culture Office  
150 Lake Drive  
Rhinebeck, NY 12572-3212  
email: [seasonal@eomega.org](mailto:seasonal@eomega.org) / fax: 845.266.8691

Thank you for submitting your application.

For questions or information, please read the [Frequently Asked Questions](#) on our website. If your questions are unanswered, please email [seasonal@eomega.org](mailto:seasonal@eomega.org).

Omega Institute for Holistic Studies, Inc. ("Omega") is an equal opportunity employer and complies with all applicable federal, New York State, and local laws. Omega strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of actual or perceived race; color; creed; age; religion; national origin; citizenship status; sex (including pregnancy,

childbirth, and related medical conditions); gender (including gender identity); sexual orientation; disability; marital status; partnership status; familial status; status as a victim of domestic violence, stalking, or sex offenses; genetic predisposition; veteran's status; military status; or any other basis protected under applicable federal, state, or local laws, regulations, or ordinances. All Omega employees, other workers and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. Do not include any information in your application that would reveal your membership in any of these protected classes.

**Thank you for submitting your application.**