

**LAURELBROOK SANITARIUM AND SCHOOL Inc.**

114 Campus Dr.  
Dayton, TN 37321  
(423) 775-3336

**INTERNSHIP APPLICATION**

**PERSONAL INFORMATION**

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last Name First Name Middle Initial

Driver's License # \_\_\_\_\_ State Issued In: \_\_\_\_\_

US Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

If no, can you provide proof of legal right to work? Yes \_\_\_\_\_ No \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Home Church \_\_\_\_\_

Have you even been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**SCHOOL INFORMATION**

College currently attending: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Major(s) or Area of Study: \_\_\_\_\_

Expected Graduation Date and Degree: \_\_\_\_\_

School's Internship Requirements:

Supervisor Name & Title \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**INTERNSHIP DESIRED**

Which internship are you interested in? \_\_\_\_\_

\_\_\_\_\_

Are there any experiences, skills or qualifications which you feel would especially fit you for an internship here? \_\_\_\_\_

\_\_\_\_\_

Please review the responsibilities of the internship that you are applying for.

INTELLICORP  
Release & Consent Form  
For Consumer Reports and Background Investigation

I hereby authorize without reservation, IntelliCorp and its agents, full access to any information requested in reference to my consumer history and/or background history. I understand that Laurelbrook Sanitarium & School Inc., the organization presenting this form holds me under consideration for employment or is my current employer. I understand and give my permission for the release of and review of all information requested for this job consideration and I am aware a background investigation is a necessary part of the hiring process and continuing employment and may be updated at any time my employer deems necessary for continued employment if I am employed. I give the same authorization to any parties or agencies contracted by IntelliCorp.

Requesting Organization: Laurelbrook Sanitarium & School Inc.

Applicant Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_ State Issued In: \_\_\_\_\_

Professional License # \_\_\_\_\_ State Issued In: \_\_\_\_\_

Other Names Used \_\_\_\_\_ Dates Used: \_\_\_\_\_  
(Include maiden name)

Sex: M \_\_\_\_\_ F \_\_\_\_\_ Race: \_\_\_\_\_

Current Address:

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Dates Lived Here \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## DISCLOSURE

Must be clear and conspicuous written disclosure to the consumer before the report is obtained, in a document that consists solely of the disclosure. Sample language is shown below:

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

## PERSONAL EVALUATION

This section is an exploration of the gifts and talents which you might bring to a ministry such as Laurelbrook. Whether or not an internship position becomes available to you, we hope that your consideration of the following questions will stimulate a clearer perception of the value God has placed upon you, and the type of ministry for which he has prepared you.

We ask that you answer each of the following questions as candidly and personally as possible. This is an opportunity for you to share yourself as a person. Don't be concerned about formality in your writing style, or about including all the minute details. Rather, just sincerely share your personal responses to the questions in the way that is most natural to you.

When, and under what circumstances did you become a Christian?

What studies, experiences, or events have specifically led you to desire involvement in a ministry such as Laurelbrook?

What role does the Bible take in your life? What do the Scriptures mean to you, and how do you use them?

In your past service for Christ, which endeavors has He apparently been able to bless most freely and fully? Explain why you think this blessing has come?

My signature below represents my sincere desire to be prayerfully considered for a staff ministry position at Laurelbrook if the institution's needs match my commitment, my abilities, and my experience.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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**APPLICATION AND AGREEMENT OF MEMBERSHIP**

I, \_\_\_\_\_, a member of the Seventh-day Adventist Church in good and regular standing, hereby apply for admission as a member in the Constituency of Laurelbrook School and Sanitarium, Inc.(LBS), a Tennessee nonprofit corporation ("Laurelbrook" or the "Lay Order of Volunteer Workers"), and do by solemn oath acknowledge and agree to the following:

Initial I acknowledge that:

\_\_\_\_\_ I am a member of the Seventh-day Adventist Church in good and regular standing. I believe in the standards and beliefs of the Seventh-day Adventist Church, and accept its teachings, and believe that the writings of Ellen G. White are divinely inspired.

\_\_\_\_\_ The purpose of Laurelbrook is to further Seventh-day Adventist Church teachings and missionary activities, and in accordance with the Church's teachings to promote the general welfare of society, and not to produce private or individual profit.

\_\_\_\_\_ Specifically, Laurelbrook is a community of persons who operate a small missionary training center and Nursing Home, at which young people receive religious, mental, vocational, and social education by close association with each other, and faculty and staff members, and at which the sick and aged receive care. LBS is as independent as possible in order to train flexible, effective missionaries for Christ; accordingly, it raises its own crops, and takes care of its own needs, including its members' needs, as much as possible.

\_\_\_\_\_ I believe that the Church's teachings call for the establishment and operation of such centers as Laurelbrook, and state that some laymen should work cooperatively and sacrificially at such institutions; and I believe that I am called by God to such work at Laurelbrook.

\_\_\_\_\_ Laurelbrook will not compensate me, or provide for my compensation by others, and I will have absolutely no claim, legal or otherwise, to compensation of any kind for my services. I will donate my services sacrificially solely to serve and please God, regardless of the material items and other support I may or may not receive. Any compensation paid for work I undertake upon the instruction of Laurelbrook belongs to Laurelbrook.

\_\_\_\_\_ I understand that each member of Laurelbrook works cooperatively to take care of the needs of all other members, and that Laurelbrook endeavors to give to its members what they need for living expenses for themselves and their dependents, so that they can continue to perform their duties; however, my labor is not in exchange for such support, and I do not create any legal or other right to such support by working.

\_\_\_\_\_ I believe that the Church teaches, and I accept such teaching, that Christians are to render their first service to God, and to obey and cooperate with civil authorities in every way as long as it does not interfere with their service to God. I understand that participating in the work to which I am called, as described above, may cause irregularities with certain civil regulations, but that the intent of civil laws is to make provision for such irregularities if based on adherence to the teachings of the Church.

\_\_\_\_\_ Laurelbrook is not responsible for any personal property or equipment I use in my work for Laurelbrook, or place in its service.

\_\_\_\_\_ I will cooperate with the policies established by Laurelbrook, and will respect the authority of the leaders of Laurelbrook. I will comply with and abide by all of the rules and regulations established by Laurelbrook.

\_\_\_\_\_ I will perform without reservation whatever work the leaders of Laurelbrook assign to me, and will display a spirit of cooperation and unity. I will not carry on any enterprises without the permission of Laurelbrook.

\_\_\_\_\_ I will assign and deliver to Laurelbrook any compensation paid for work I undertake upon the instruction of Laurelbrook.

\_\_\_\_\_ I will set aside personal ideas and plans pertaining to Laurelbrook when Laurelbrook members, as a whole decide differently.

\_\_\_\_\_ I will make no demands upon Laurelbrook or its members.

\_\_\_\_\_ I will care for all of Laurelbrook's vehicles, furnishings, housing facilities, and other property as if it were my own, and will not use or remove any such property without proper authorization by Laurelbrook.

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I will uphold the highest moral and spiritual standards taught by the Seventh-day Adventist Church. Specifically, I will comply with the following:

- a. Television will not be watched in dormitories or school buildings with the exception of special occasions approved by the leaders of Laurelbrook. Recognizing and feeling the great danger of free use of television, and the difficulty of control, I will carefully consider not having a television, and will in all events not watch immoral programs or those that otherwise harm my spiritual condition. I will not allow television to be on when students are in my home unless I have received permission from the leaders of Laurelbrook.
- b. Women's clothing should be neat, conservative and modest. This eliminates sheer garments, Dresses that expose the knees while in a sitting position, dresses or shirts that expose the armpit and form fitting garments.
- c. A woman's appearance should appear clean and conservative without jewelry or colorful makeup. The hair should be of a natural color and conservative style.
- d. Women may wear slacks for certain types of work or recreation. They should be worn with a conservative top. Dresses should be worn for general campus use and in school buildings and the cafeteria. Studies have shown that heels can be harmful to your back and feet, therefore, they should not exceed 2 inches.
- e. Men's clothing should be neat, yet conservative and modest. This eliminates clothing that is baggy, slouchy, gaudy, tight-fitting or transparent without undergarments. Their appearance should be clean, neat and without jewelry. Hairstyles should be neat and conservative. Men may have beards that are neatly trimmed.
- f. My reading and music will be of an uplifting nature.
- g. I understand that through study of the Bible and the Spirit of Prophecy that it is important to eat a vegetarian diet; abstain from caffeine and alcohol and refrain from using tobacco products. I understand that this lifestyle will promote optimum health so that I can perform the best service for God. I will comply with the above and will not consume or even bring on the grounds any flesh foods, tobacco, caffeine, or alcohol drinks.

- h. I will not entertain small mixed groups of students except with permission from the deans and parents (if student involved are staff-children).

\_\_\_\_\_ I will pursue daily personal prayer and study of the Scriptures. I will attend each religious service to which I am called by the leaders of Laurelbrook, if I am able. I will attend worship services each Sabbath if I am able.

\_\_\_\_\_ If I disagree with most of Laurelbrook's members or with its leaders to the point that I cannot work in Laurelbrook in a spirit of cooperation and unity, I will cease being a member of Laurelbrook. If I am asked by Laurelbrook to cease being a member, I will make proper arrangements and accept the decision of Laurelbrook about the length of time for leaving and the manner of leaving.

I consider the foregoing oaths and pledges I make to be solemn, religious commitments to God, which I intend to fulfill. I do not, however, intend to be legally bound to Laurelbrook or to the other members of Laurelbrook, or to bind Laurelbrook or other members of Laurelbrook legally, in any way, except as follows: Any claim or dispute between Laurelbrook or other members of Laurelbrook, and me, concerning questions of law or fact or both arising out of or relating to my membership in Laurelbrook, which is not disposed of by agreement of the parties, shall be resolved by binding arbitration (conciliation) by a person or persons designated by the Seventh-day Adventist Church. We covenant to keep such questions and arbitration proceedings confidential except as necessary to effectuate arbitration. We covenant and agree that we will not sue or otherwise bring actions against each other in any court, that arbitration is our sole and binding remedy, that we waive our rights to sue or to other remedies, and that if this covenant not to sue and waiver are not effective then such arbitration is a prerequisite to any other remedy. We covenant and agree to abide by, perform, accept, and fulfill the final award or finding concerning such questions without recourse to any other court or tribunal, except to the extent necessary to enforce said final award or finding.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Accepted by Laurelbrook Sanitarium & School, Inc.:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

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**TB SKIN TEST SCREENING**

You will need to get a TB skin test before starting to work for Laurelbrook Sanitarium and School, Inc. This can be completed here at the nursing home at no expense to you. If you opt out of getting a TB test, you will need to get an x-ray, at your own expense.

Please submit proof of results to be filed in your records. If your results are positive your doctor will refer you to follow-up care. Please make sure and notify us if the results are positive, and you will need a letter from the TB clinic stating that you have been cleared, before starting employment.