



## Staff Application

**Instructions:** Please return completed application to Office Manager at address listed above.

**Applicant Information:**

Name (Last, First & M.I.): \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Positions Applying For: \_\_\_\_\_

Work Hours Desired:	Full Time	Part Time			
Work Availability:	Weekdays	Weekends	Evenings	Mornings	Other: _____
How did you hear about us?	Advertisement	Relative	Friend	Other:	_____

Are you a citizen of the United States?      Yes      No- *if no, are you authorized to work in the U.S.?*      Yes      No

If you are under 18 years of age, can you provide required proof of your eligibility to work?      Yes      No

Have you ever worked for Camp Hebron before?      Yes      No      *if so, when?* \_\_\_\_\_

Do your friends or relatives work here?      Yes      No      *if so, whom?* \_\_\_\_\_

Are you currently employed?      Yes      No      *if so, may we contact your employer?*      Yes      No

Have you ever been convicted of a felony?      Yes      No

Are you presently or have you ever been accused or convicted of child abuse (physical, emotional or sexual)?      Yes      No

Are you presently or have you ever been charged or convicted of sexual harassment?      Yes      No

If yes to either of the previous three questions, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Previous Employment:** *List any previous work or volunteer experience (most recent first)*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? Yes No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? Yes No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? Yes No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? Yes No

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Your Job Title: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 May we contact your previous supervisor for a reference? Yes No

**Education:**

High School: \_\_\_\_\_ City, State: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No  
 Degree(s): \_\_\_\_\_

College: \_\_\_\_\_ City, State: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No  
 Degree(s): \_\_\_\_\_

Other: \_\_\_\_\_ City, State: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? Yes No  
 Degree(s): \_\_\_\_\_

**Specialized Skills:**

Check all that you are familiar with and have a user's knowledge of:

- Microsoft Word                      Microsoft Excel                      Microsoft Office
- Microsoft Power Point              Microsoft Outlook                      Internet

Valid Driver's License?    Yes    No    *If so, what state is it issued in?* \_\_\_\_\_

List all other skills/experience related to the position(s) for which you've applied: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**References:** *List three adult references that are not relatives or employers. The first should be your Church Pastor (if you have one).*

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ How long have you known them? \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ How long have you known them? \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ How long have you known them? \_\_\_\_\_  
 Address: \_\_\_\_\_

**Faith Statement:**

Camp Hebron is a Christian camping and retreat ministry in which every member of the staff is a vital part of the ministry team. It is important that each member of that team demonstrate a mature faith. For this reason, we ask you to respond to the following questions (*You may use additional paper as needed*).

Describe briefly your faith pilgrimage and present relationship to Jesus Christ: \_\_\_\_\_

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

Give some examples of ways your faith is a part of your life: \_\_\_\_\_

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

Why are you interested in working at Camp Hebron? \_\_\_\_\_

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

Camp & Retreat Ministries involve evangelism, discipleship, and service to others. How do you practice these in your life? \_\_\_\_\_

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

**Disclaimer & Signature:**

If you have a resume, you are welcome to include it with your application. I authorize Camp Hebron and any persons or organizations they deem necessary to share information about my personal and/or employment history. I authorize Camp Hebron to conduct a criminal background/child abuse check on my behalf. I certify that my answers herein are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination.

Applicant's Signature: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_  
*(if applicant is under 18 years of age)*

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