

# EMPLOYMENT APPLICATION

*Susquehanna Conference  
Camp & Retreat Ministries*

## PERSONAL BACKGROUND

Name:

\_\_\_\_\_ Last First Middle

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

List previous addresses for the last five years (use other side to list additional addresses, if any)

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

What social networks are you currently using (list all) \_\_\_\_\_

Position applying for: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

Are you 18 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**EDUCATIONAL BACKGROUND:** List all schools/colleges attended beginning with high school.

School/College and Location	Degree Received	Date

**Professional organizations:** List all organizations in which you are a member and dates of involvement.


Check any of the following certifications which you currently possess.

First aid training? Yes \_\_\_\_ No \_\_\_\_ Date completed \_\_\_\_\_

CPR training? Yes \_\_\_\_ No \_\_\_\_ Date completed \_\_\_\_\_

AED training? Yes \_\_\_\_ No \_\_\_\_ Date completed \_\_\_\_\_

Sign Interpretation Training? Yes \_\_\_\_ No \_\_\_\_ Date completed \_\_\_\_\_

Other Certifications \_\_\_\_\_

**EMPLOYMENT HISTORY:** Please list your last 3 employers beginning with your current or most recent employer. Attach additional sheets if necessary.

Employer and Address/Phone #	Position Held	Description of Job Duties	Dates of Employment	Immediate Supervisor	Reason for Leaving

**VOLUNTEER EXPERIENCE:** Please list any volunteer work you have performed during the past 5 years.

Organization and Address/Phone #	Volunteer Position	Description of Duties	Dates of Service	Immediate Supervisor	Still Active— Yes or No

Have you ever been convicted of a crime that has not been annulled, expunged or sealed by a Court Order, including but not limited to summary offenses, misdemeanors or felonies?

Yes       No

If “Yes,” please describe the convictions in full detail, including dates, locations and the nature or type of offenses. Please note that a conviction will not automatically result in your disqualification for employment.

Convictions will be considered only to the extent they relate to the position for which you have applied. However, failure to disclose a conviction and/or mischaracterization of a conviction will automatically result in your ineligibility for employment and/or your termination of employment, even if the conviction would not have prevented your employment had it been properly disclosed.

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Briefly describe your relationship with Jesus Christ.

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State your reasons for applying for a camp position.

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What camping experience have you had? What previous experiences have you had that have prepared you for working with children, youth, or adults?

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List and additional training or experience you have had that qualifies you for the position you are seeking.

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**PERSONAL REFERENCES:** Please list three individuals who are well acquainted with you and have known you for at least three years. Do not list relatives.

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Length of time you have known reference: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

#### **AUTHORIZATION AND CONSENT**

I, \_\_\_\_\_, hereby certify that the information I have provided in this Employment Application is true and correct. I authorize the Susquehanna Conference to verify the information I have provided in this Employment Application, and in this regard, I authorize my personal references, schools, current or former employers, current or former supervisors, or any other person or organization, whether or not indentified in this Employment Application, to give the Susquehanna Conference any information, including opinions, regarding my character and fitness for employment. I hereby release all such persons and organizations, including but not limited to my personal references, schools, employers and supervisors, from any and all liability for damages of whatever kind as may arise in connection with their reliance on this authorization, excepting only the knowing communication of false information. I further understand that a criminal records background check may be conducted on me, and I consent to any such background check.

In the event that my application is accepted and I become employed by Susquehanna Conference, I agree to abide by and be bound by the policies of Camp & Retreat Ministries and the Susquehanna Conference, including but not limited to the Safe Sanctuaries Policies, and I commit that I will refrain from engaging in any inappropriate conduct during my employment with Susquehanna Conference.

By my signature below, I certify that I have read and understand this Authorization and Consent, and I request the Susquehanna Conference to consider me for employment as set forth in this Employment Application.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_