2015 EMPLOYMENT APPLICATION PACKET FOR

- CtK Seasonal Staff
- CtK Ministry Interns
- Beaver Cross Summer Camp

Instructions

Thank you for your interest in joining the ministry of Christ the King. We are delighted that you are interested in serving with us. Enclosed with this instruction letter is an Employment Application, two Reference Forms and a Beaver Cross Insert addendum for prospective camp staff.

Begin this application with a prayer asking for God’s guidance and discernment as we work through the application process together. Be sure to complete all parts of the application honestly and thoroughly, and submit your completed application package to the Personnel Director of Christ the King at 575 Burton Road, Greenwich, NY 12834. Also, please follow-up with those providing a reference on your behalf to make certain your reference forms arrive to us promptly.

We look forward to receiving your completed application. May God guide each of us as we strive to discern His will for you and Christ the King.

New Applicants

_____Two Page Application

_____Answers to the New Staff Applicants questions from the Personal Statement section

_____Reference Form from your Priest/Pastor

_____Reference Form from your Recent Employer or a Professor/Teacher

_____Beaver Cross Insert if applying for a Summer Camp Position

Returning Applicants

_____Two Page Application

_____Answers to the Returning Staff Applicants questions from the Personal Statement section

_____Beaver Cross Insert if applying for a Summer Camp Position

Updated 2/2/15
Beaver Cross Applicant’s Insert

Only those applying for a position at Beaver Cross need to complete this insert

Beaver Cross wants competent, smiling, team-oriented, Christian staff members who love the Lord, love working with young people and love being part of summer camp. If you are unsure about any of these loves, then Beaver Cross may not be the place for you right now. Please don’t apply unless you are sure you love Jesus, love kids and love camp.

Name_______________________________________          Position Desired____________________________________

Please answer the following questions on a separate sheet of paper.

1. What do you think campers should gain from their experience at Beaver Cross?
2. What do you hope to gain from working at Beaver Cross?
3. How excited are you about spending your summer living with a bunch of kids, probably working harder than you ever have before, being physically and mentally active all the time, dealing with bugs and overcoming as a team the many other challenges which are part of Camp life?

Please provide the expiration dates of training certifications you currently hold.

_______________ARC Responding to Emergencies               _______________ARC CPR for the Professional Rescuer
_______________ARC Community First Aid & Safety          _______________ARC Lifeguard Training
_______________ARC Water Safety Instructor                       _______________ARC Waterfront Module
_______________EMT               Other________________________________________________________

What musical instruments do you play?_____________________________________________________

Skills
T for those you could Teach
A for those you could Assist
L for those you want to better Learn

____High Ropes         ____Rock Climbing
____Low Ropes          ____Arts & Crafts
____Drawing            ____Photography
____Camping            ____Nature
____Hiking             ____Orienteering
____Theater            ____Singing
____Astronomy          ____Aerobics
____Archery            ____Fishing
____Swimming           ____Canoeing
____Kayaking           ____Sailing
____Basketball          ____Field Sports
____Group Games         ____Soccer
____Tennis             ____Golf
____Volleyball          ____Video Slideshows
____Music              ____Bible Study

Other__________________________________________  Other__________________________________________

Personality
1 = I am like this
2 = I am usually like this
3 = I am trying to be like this
4 = I am seldom like this
5 = I am usually the opposite of this

___Team Player ___Reliable
___Friendly ___Honest
___Fun-loving ___Easy-going
___Early Riser ___Stable
___Consistent ___Outgoing
___Creative ___Forgiving
___Tolerant ___Humble
___Leader ___Energetic
___Wise ___Patient
___Logical ___Calm
___Loving ___Mathematical
___Enthusiastic ___Self-starter
___Know the Bible ___Close to the Lord

Updated 2/2/15
### Personal Information

Position you are applying for_____________________________________________  Today’s Date__________________

Name_______________________________________________________________   Birthdate_____________________

Current Address_______________________________________________________   Current Phone________________

Home Address__________________________________________________________   Home Phone________________

Home Email_________________________ School Email__________________________

US Citizen?________   If no, alien registration # ___________________________   Home Country________________

Home Church_________________________________ Church Address________________

Priest/Pastor__________________________________ Phone____________________   Denomination______________

If under age 18, Parent/Guardian_____________________________ Phone________________

### Education (start with most recent)

<table>
<thead>
<tr>
<th>Dates</th>
<th>School, College, or University</th>
<th>Major/Studies</th>
<th>Diploma/Degree Earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Employment Record (start with most recent)

<table>
<thead>
<tr>
<th>Dates (from-to)</th>
<th>Employer/Supervisor</th>
<th>Phone</th>
<th>Nature of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all applicants to Christ the King & Beaver Cross

Mail completed application to:

Christ the King Spiritual Life Center, Personnel Director
575 Burton Road, Greenwich NY 12834

Please attach a recent photo here.

Photo is not used for selection purposes. It will help us match you to your application through the review process.
Personal Statement

Section one applies to all New Staff Applicants. Section two applies to Returning Staff Applicants who previously served at Christ the King or Beaver Cross for one summer during the previous two years. 
Use a separate sheet of paper for your answers.

New Staff Applicants

1. Tell us about your relationship with Jesus Christ.
2. Why you want to work at Christ the King or Beaver Cross, or be an Intern for Youth or Healing Ministry?
3. What are your two greatest strengths?
4. What are your two greatest weaknesses?
5. Do you have any physical limitations, emotional conditions or chronic illnesses which might impair your ability to perform the essential functions of the position you are applying for? If so, please explain.

Returning Staff Applicants

1. What has God been doing in your life since you were last part of the CtK Staff?
2. What were your strengths when last part of the CtK Staff?
3. What were not your strengths?
4. What do you hope to achieve by returning?

References

New Staff Applicants must provide a reference from (1) their priest/pastor and (2) a recent employer or professor/teacher using the Reference Form provided in this application package. List below each person you are asking to provide a reference on you behalf. Returning Applicants do not need to submit additional references.

<table>
<thead>
<tr>
<th>Name of Reference</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Affirmation

I declare that I have examined this application and accompanying statements and they are true, correct and complete. I understand that any false statements, misrepresentations or omissions made on this form or during interviews are grounds for terminating the application process, or if discovered after employment, grounds for terminating your employment.

I authorize Christ the King/Beaver Cross to verify any of the information provided. I authorize all former employers, persons and schools to release any information concerning my background, except as noted by you in this application, and hereby release all said employers, persons and schools from any liability for any damages whatsoever for issuing this information.

I understand that if I am offered a position, Christ the King will initiate a background check through an agency of it’s choosing to include previous employers, criminal, motor vehicle and financial investigation. I also understand that any position offered to me will be on condition that my employment is “at will”, and that my employment may be terminated at any time with or without cause.

Signature ___________________________________________ Date ________________
Confidential
Reference Form
to be completed by Applicant’s
Recent Employer or Professor/Teacher

Applicant’s Name_____________________________________ Desired Position______________________________________

The above person has applied to serve on the Seasonal Staff, Ministry Intern Staff or Summer Camp Staff at Christ the King. This person will be part of a service team committed to serving hundreds of guests daily, a residential intern team experiencing first-hand the joys and challenges of Christian ministry, or part of a summer camp team working with hundreds of youth of all ages. Regardless of their position, their role will require commitment, maturity, and flexibility.

The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form or discussed, and waived his or her right to see this evaluation.

1. How long have you known the Applicant and in what capacity?

2. What was the nature of the work done by the Applicant?

3. What are 3 strengths of the Applicant?
   1._______________________________________________________________________________
   2._______________________________________________________________________________
   3._______________________________________________________________________________

4. What are 3 tendencies that might reduce the effectiveness of the Applicant?
   1._______________________________________________________________________________
   2._______________________________________________________________________________
   3._______________________________________________________________________________

6. Would you want your child or teenager under the direct supervision, care or influence of this person?

7. What is your overall evaluation of the Applicant for the position to which he/she has applied?
   ___Highly recommend   ___Recommend   ____Recommend with minor reservations   ___Do not recommend
8. Please fill out this chart to the best of your knowledge.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Not Sure</th>
<th>Circle the words below you believe applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quick, teachable, average, slow</td>
</tr>
<tr>
<td>Judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mature, adequate, inconsistent</td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consistent, erratic, poor</td>
</tr>
<tr>
<td>Leadership Potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Natural, latent, follower</td>
</tr>
<tr>
<td>Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consistent, erratic, poor, obstructive</td>
</tr>
<tr>
<td>Personality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Extrovert, well-balanced, introvert, self-confidant</td>
</tr>
<tr>
<td>Personal Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Well-groomed, neat, casual, sloppy</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stable, self-controlled, easily disturbed, unstable</td>
</tr>
<tr>
<td>Adaptability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Flexible. Open-minded, rigid, tactful, blunt</td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Confidant, imaginative, persevering, lazy</td>
</tr>
</tbody>
</table>

Additional Comments

_____Check if you prefer a phone call from us to discuss any of the above.

Printed Name________________________________________________________
Signature_________________________________________________________ Date___________________________
Position/Organization________________________________________________ Phone__________________________
Applicant’s Name_____________________________________ Desired Position____________________________________

The above person has applied to serve on the Seasonal Staff, Ministry Intern Staff or Summer Camp Staff at Christ the King. This person will be part of a service team committed to serving hundreds of guests daily, a residential intern team experiencing first-hand the joys and challenges of Christian ministry, or part of a summer camp team working with hundreds of youth of all ages. Regardless of their position, their role will require commitment, maturity, and flexibility.

The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form or discussed, and waived his or her right to see this evaluation.

1. How long have you known the Applicant and in what capacity?

2. Does the Applicant appear to be growing in their walk with the Lord? If so, what demonstrates this?

3. In what area(s) does the Applicant need to be nurtured to grow and improve?

4. How would you describe the home/family life of the Applicant?

5. What are 3 positive characteristics of the Applicant?
   1.__________________________________________________________________________________________
   2.__________________________________________________________________________________________
   3.__________________________________________________________________________________________

6. What are 3 tendencies that might reduce the effectiveness of the Applicant?
   1.__________________________________________________________________________________________
   2.__________________________________________________________________________________________
   3.__________________________________________________________________________________________
7. Would you want your child or teenager under the direct supervision, care or influence of this person?

8. Are you recommending the Applicant more for what he/she can contribute to our ministry or more what we can do for him/her? Please explain.

9. What is your overall evaluation of the Applicant for the position to which he/she has applied?
   ___Highly recommend   ___Recommend   ____Recommend with minor reservations   ___Do not recommend

10. Please fill out this chart to the best of your knowledge.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Not Sure</th>
<th>Circle the words below you believe applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spiritual Commitment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Dedicated, growing, searching, uncommitted</td>
</tr>
<tr>
<td>Judgment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Mature, adequate, inconsistent</td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consistent, erratic, poor</td>
</tr>
<tr>
<td>Leadership Potential</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Natural, latent, follower</td>
</tr>
<tr>
<td>Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Consistent, erratic, poor, obstructive</td>
</tr>
<tr>
<td>Personality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Extrovert, well-balanced, introvert, self-confidant</td>
</tr>
<tr>
<td>Personal Presentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Well-groomed, neat, casual, sloppy</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Stable, self-controlled, easily disturbed, unstable</td>
</tr>
</tbody>
</table>

Additional Comments

___Check if you prefer a phone call from us to discuss any of the above.

Printed Name______________________________________________

Signature__________________________________________________ Date_____________________

Position/Organization_______________________________________ Phone__________________