

Christ the King Spiritual Life Center

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

Employment Application 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, Staff positions, 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

Christ the King Spiritual Life Center

If you are a first time applicant, 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.

Employment Application

CtK Seasonal Staff
 CtK Ministry Interns
 Beaver Cross Summer Camp

Mail completed application to
 Christ the King Spiritual Life Center
 Personnel Director
 575 Burton Road
 Greenwich, NY 12834
 518-692-9550 www.CtKcenter.org

Office Use Only

Ack _____ Int _____
 Ref1 _____ Ref2 _____
 Status _____
 Dept _____
 StDt _____ EnDt _____
 Apv _____ Dt _____

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)*

Dates	School, College, or University	Major/Studies	Diploma/Degree Earned	GPA

Employment Record *(start with most recent)*

Dates (from-to)	Employer/Supervisor	Phone	Nature of Work

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 either of the past two summers. *Use a separate sheet of paper for your answers.*

SECTION ONE: 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?
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.

SECTION TWO: Returning Staff Applicants

1. What did you gain from your previous employment with Christ the King or Beaver Cross?
2. What is the Lord currently doing in your life?
3. Why do you want to be part of the staff again?

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 your behalf. **Returning Applicants** do not need to submit additional references.

Name of Reference	Phone	Email

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 this information. 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 may 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 _____

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Signature _____ Date _____

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, getting little sleep, being physically active all the time, dealing with bugs and 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 _____ CPR for the Professional Rescuer
_____ Community First Aid & Safety _____ Lifeguard Training
_____ Water Safety Instructor _____ Waterfront Module
_____ EMT Other _____

What musical instruments do you play? _____

Skills

T for those you could Teach
A for those you could Assist with
N for those you no Little about

_____ 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 _____

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 opposite of this

_____ Team Player _____ Reliable
_____ Friendly _____ Honest
_____ Fun-loving _____ Easy-going
_____ Early Riser _____ Stable
_____ Consistent _____ Outgoing
_____ Creative _____ Forgiving
_____ Tolerant _____ Hum ble
_____ Leader _____ Energetic
_____ Wise _____ Patient
_____ Logical _____ Calm
_____ Loving _____ Mathem atical
_____ Enthusiastic _____ Self-starter
_____ Know the Bible _____ Close to the Lord

Other _____

Christ the King Spiritual Life Center
& Beaver Cross Summer Camp
575 Burton Road, Greenwich NY 12834
Phone 518-692-9550 administrator@CtKcenter.org

Confidential
Reference Form
to be completed by Applicant's
Priest or Pastor

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 the *service team* committed to serving hundreds of guests daily, the *intern team* experiencing first-hand the joys and challenges of Christian ministry, or part of the *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.

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

Additional Comments

___ *Check if you prefer a phone call from us to discuss any of the above.*

Printed Name _____

Signature _____ Date _____

Position/Organization _____ Phone _____

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& Beaver Cross Summer Camp
575 Burton Road, Greenwich NY 12834
Phone 518-692-9550 administrator@CtKcenter.org

Confidential
Reference Form
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Recent Employer or Professor/Teacher

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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. _____

5. Would you feel confident in hiring/re-hiring this person?

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.

Recent Employer or Professor/Teacher Continued

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

Additional Comments

___ *Check if you prefer a phone call from us to discuss any of the above.*

Printed Name _____

Signature _____ Date _____

Position/Organization _____ Phone _____

Christ the King Spiritual Life Center

2010 Summer Camp & Seasonal Staff Positions

575 Burton Road, Greenwich NY 12834 (518) 692-9550

Applications available at www.CtKcenter.org

Summer Camp Health Officer

- Responsible for the safety and health needs of the staff and campers
- Age +25, NYS Nursing certification or EMT certification
- Current Red Cross CPR for Professional Rescuer, Advanced First Aid & Responding to Emergencies
- Live-in 7 week position, summer salary plus room & board

Summer Camp Program Team (*4 positions available*)

- Carry out the summer program for the Overnight and Day Camps
- Arts & Crafts – Music – Sports – Nature – Group Activities
- Age +20, demonstrated experience with camp programs
- Live-in 7 week position, summer salary \$2100 plus room & board

Summer Camp Overnight Counseling Team (*8 female & 4 male positions available*)

- Responsible for camper supervision and their camp experience
- Age +18, demonstrated ability to work well with young people
- Live-in 6 week position, summer salary \$1500 - \$1800 plus room & board

Day Camp Counseling Team (*5 positions available*)

- Responsible for camper supervision and their camp experience
- Age +18, demonstrated ability to work well with young people
- Commute 9 week position, summer salary \$2025 - \$2250 plus lunch

Seasonal Waterfront Team (*3 positions available*)

- Swim lessons, free swim and boating for summer camps, community programs and facility guests
- Age +18, current Red Cross Waterfront Lifeguarding, CPR for Professional Rescuer, Advanced First Aid & Responding to Emergencies
- Live-in 6 week position, Summer Salary \$2400 plus room and board

Seasonal High Ropes Team (*3 positions available*)

- High & low ropes for summer camps and facility guests
- Age +18, demonstrated experience with high ropes
- Live-in six week position, Summer Salary \$2400 plus room & board

Seasonal Service Team (*8 positions available*)

- Kitchen, Dining, Maintenance & Hospitality
- Age +18, demonstrated ability to work as part of a team
- Live-in 7 week position, summer salary \$1500 – \$2800 plus room & board

Volunteer Service Team (*number dependent on housing availability*)

- Summer Camp, Dining, Maintenance, Reception, Housekeeping, Landscaping, Hospitality
- Age +18 and families welcome
- Demonstrated commitment to the mission of CtK
- Live-in and commute weekly positions, room & board & appreciation