



# APPLICATION FOR EMPLOYMENT

## Covenant Harbor Bible Camp & Retreat Center

1724 Main Street • Lake Geneva, WI 53147 • 262.248.3600

For office use only:	
Date Interviewed _____	Interviewed by: _____
Date Interviewed _____	Interviewed by: _____
rev: 6/28/2011 12:34 PM	

Please PRINT Plainly

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

Name (Last Name, First, Middle)	Social Security Number	Date	Have you applied here before? YES <input type="checkbox"/> NO <input type="checkbox"/> When?
Permanent Address	City	State	Zip
Telephone Number	Cell Phone Number	E-mail address	
School/Business Address	City	State	Zip
School/Business Telephone Number	School/Business Fax number	School/Business E-mail	

List each address, and state of residence in which you have resided during the past 10 years: (use separate page if necessary)

<u>Address</u>	<u>City/State</u>	<u>Dates</u>
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Are you 18 or over? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you a U.S. Citizen? YES <input type="checkbox"/> NO <input type="checkbox"/>	If not a U.S. Citizen - do you have a Work Permit? YES <input type="checkbox"/> NO <input type="checkbox"/>	If not a U.S. Citizen can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Position or type of work desired <b>1st choice</b>	Position or type of work desired <b>2nd Choice</b>	Min. Salary Acceptable	Date Available for Work
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Do you meet or exceed any minimum age requirements for that position? Don't know minimum age  YES  NO

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? YES  NO

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? YES  NO

If yes, please explain:

If not seeking full-time employment, list schedule of work desired

If seasonal employment, date employment to end on:

Do you have any objection to Saturday, Sunday, or evening / late shift work?  
YES  NO

Are you available to work (check all that apply):  
Days?  Evenings?  Saturdays?  Sundays?  Full time?  Part-time?

List any reason known to you why you might be *unable* to perform consistently and promptly any of the job duties you are applying for.

Have you ever been disciplined, discharged or asked to resign from any employment? YES  NO

If yes, please explain the facts and circumstances:

Do you have...

...a valid driver's license? YES  NO  State? \_\_\_\_\_ License Number: \_\_\_\_\_ Expir. date: \_\_\_\_\_

...a commercial driver's license? YES  NO  State? \_\_\_\_\_ License Number: \_\_\_\_\_ Expir. date: \_\_\_\_\_

Class of commercial driver's license: \_\_\_\_\_

Have you been convicted of any moving violations in the past five(5) yers? If yes, explain: \_\_\_\_\_

What languages do you speak other than English?

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**EDUCATION**

Circle Highest

Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12

College

1 2 3 4

Other

GED Certificate

YES  NO 

SCHOOL NAME, CITY, &amp; STATE

NO. OF YRS. COMPLETED

MAJOR

MINOR

DEGREE

TYPE

High School

YES  NO 

College

YES  NO 

Graduate or Business

YES  NO 

Seminary

YES  NO 

Trade or Correspondence

YES  NO 

Other Training

Are You Attending School Now?

Name of School and Location

YES  NO 

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**SKILLS & QUALIFICATIONS**

Areas in which You Have Had Experience or Training

 Administration EMT Food Service-Cook's Helper Building Maintenance Word Processing \_\_\_\_ WPM Supervision Paramedic Food Service-General staff Grounds Maintenance Transcription Office Staff Program Staff Music-Praise/worship leader Stock Receiving/Shipping Computer Programming (list below) Receptionist Bible Teaching Music-Ensemble voice Boating Photography-Camera Accounting/Bookkeeping Public Speaking Music-Ensemble instrument Boat Dock Management Photography-Video Sales Teaching Voice-Soloist Lifeguard: Jr Sr WST Video Editing Marketing Child Care Music-Arrangement Sports (list below) Physician Counseling Musical-Instruments(list below) Hiking Nurse Food Service-Cook Sound Technician Publication writing/editing

Other Areas of Experience/Training not listed above: \_\_\_\_\_

Type of Computer Experience:  Limited  Moderate  Extensive Explain: \_\_\_\_\_

If checked above, list: Computer Programming-Languages: \_\_\_\_\_

If checked above, list: Kinds of Musical Instruments You Play: \_\_\_\_\_

Machines You Can Operate

 Heavy Equip.  Power Tools  Tractors  Welder  Computer (list software): \_\_\_\_\_

List other specific machines you can operate not listed above: \_\_\_\_\_

Please list any community, civic, professional groups or trade associations and any offices held: \_\_\_\_\_

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**REFERENCES****1. Name of Character Reference (Not Relative or Former Employer)**

Address

City

State

Zip

Relationship

No. of Yrs. Known

Telephone Number

**2. Name of Character Reference (Not Relative or Former Employer)**

Address

City

State

Zip

Relationship

No. of Yrs. Known

Telephone Number

**3. Name of Character Reference (Not Relative or Former Employer)**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Relationship \_\_\_\_\_ No. of Yrs. Known \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PAST WORK HISTORY**

LIST PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT.

**1. Name of Company** \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed (Month & Year) \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Duties you performed \_\_\_\_\_

If presently employed, may we contact your employer? YES  NO  If now employed, why do you wish to make a job change? \_\_\_\_\_ If not employed, reason for leaving. \_\_\_\_\_

**2. Name of Company** \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed (Month & Year) \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Duties you performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**3. Name of Company** \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed (Month & Year) \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Duties you performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**4. Name of Company** \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed (Month & Year) \_\_\_\_\_ Salary Beginning \_\_\_\_\_ Ending \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Duties you performed \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Indicate any employer you **do not** wish us to contact, and the reason: \_\_\_\_\_

**Comments:** Include an explanation of any gaps in employment: \_\_\_\_\_

List any additional information you would like us to consider? \_\_\_\_\_

**CRIMINAL RECORD** Have you ever been convicted of a crime, felony or misdemeanor other than a minor traffic offence? YES  NO

If YES is checked, please describe on the Confidential Page attached to this application. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated before any decision is made.)

Because of Eagle Sky's commitment for safety and security for children, staff, guests and volunteers, we ask that you please answer the following questions. We understand the following questions are personal and we will protect your privacy:

- A. Is there any reason, including those that are physical or mental health related, that might keep you from effectively working with children or that might cause a child potential harm? YES  NO   
*If yes, please describe on the Confidential page attached to this application.*
- B. Have you ever been charged with, indicted for, or pled guilty to a crime? YES  NO   
*If yes, please describe on the Confidential page attached to this application.*
- C. Have you ever been charged with, or named in a complaint or investigation involving sexual harassment or inappropriate contact with an adult or minor child? YES  NO   
*If yes, please describe on the Confidential page attached to this application.*
- D. Have you ever been known by any other name (including maiden name)? YES  NO   
*If yes, please list all other names:*

**CHRISTIAN BACKGROUND** Are you committed to the Lordship of Jesus Christ, to a Christ-like work ethic and willing to use your skills and talents in fulfilling our mission statement? YES  NO

Write a brief biographical sketch, including specialized training in Christian camping, your conversion and your acceptance of Jesus Christ as your Lord and Savior and experience or training in other fields which might have a bearing on the position (s) for which you are applying. Attach additional paper, as necessary.

Use this space to list any jobs not included above, and additional information about your experiences, background, interest, etc. not covered by specific questions which you consider important. Attach a separate sheet if necessary.

**This application for employment is good for 90 days only. Consideration for employment after 90 days will require a new application.**

**PLEASE READ AND SIGN BELOW**

I have read and fully understand all questions requested in this application. I certify that all answers given by me are true, accurate and complete. I authorize investigation of all statements in this application in order to independently verify the correctness of the information that I have provided, including an extensive unlimited background investigation, and further release Covenant Harbor Bible Camp and all others for liability in connection with same. This inquiry may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made. *I fully understand that the failure to reveal any former employer or providing false or misleading information in this application or in other documents completed or submitted by me may be cause for immediate dismissal or denial of employment without prior notice regardless of the date of discovery by the Covenant Harbor.* I understand that the completion and/or execution of this application does not insure me a staff position or employment by Covenant Harbor Bible Camp. I, without qualification, assure Covenant Harbor Bible Camp that no information obtained by these inquiries or any others would prudently cast doubts regarding the appropriateness of my employment by this agency.

I understand that, if I am employed, I am free to resign at any time, with or without cause and without prior notice, and Covenant Harbor Bible Camp reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This employment-at-will relationship is for no specified duration or term and may not be modified by any oral or implied agreements. I authorize Covenant Harbor to request and obtain information covering my previous employment, verify educational background, degree/license/certification and to contact the personal references listed herein, and I hereby release Covenant Harbor Bible Camp and its officers, directors and representatives from any and all liability of whatever kind and nature, which, at any time, could result from obtaining and making an employment decision based on such information.

Should an employment offer be extended to me and accepted as consideration for my employment, I acknowledge and agree that I will fully adhere to the policies, rules, and regulations of employment and mission statement of Covenant Harbor Bible Camp and acknowledge that complying with such policies is a condition of employment. I understand that if offered a position with Covenant Harbor Bible Camp, I may be required to submit to a pre-employment medical examination and drug screening as a condition of employment. I acknowledge that unsatisfactory results from, refusal to cooperate with, or attempts to affect the results of these pre-employment tests will result in the withdrawal of any employment offer or termination of employment if already employed.

**I HAVE CAREFULLY READ THE FOREGOING RELEASE AND UNDERSTAND ITS CONTENT AND I SIGN THIS RELEASE AS MY OWN TRUE ACT; AND ACKNOWLEDGE THAT THIS IS A LEGAL DOCUMENT AND THAT I HAVE BEEN GIVEN THE RIGHT TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.**

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

# CONFIDENTIAL RESPONSES

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

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

Please list Question Number and response/explanations below:

Covenant Harbor's mission is to draw people from their routines into opportunities to enjoy creation, recreation, and relationships, so that all will experience God through Jesus Christ.