

Dear Former Summer Staff,

Thank you for your interest in coming back to Covenant Harbor. We trust that your previous summer(s) at Harbor have been a time of growth for you and that you have seen first-hand the impact you can have on the lives of campers. In applying for another summer, we expect that you are ready for new challenges and to be open to new experiences.



If you are ready for another summer, here is how to apply:

1. Prayer Start the application process by praying that God would give you direction for this summer. Pray for God's will, for Covenant Harbor, and for the team that will be assembled.
2. Application Process
 - A) Fill out application
 - Print neatly with ink. Use additional paper if necessary.
 - Please read through the job descriptions carefully and list your top two choices.
 - Complete and mail (or scan and email) the application, including your self-evaluation responses, to Covenant Harbor.
 - The former staff application is only for those who have served the entire summer on staff at Harbor during the summers of 2010 or 2011. Other former staff must fill out the traditional application.
 - B) References
 - You need one reference who you have had significant contact with since your last summer at Harbor.
 - **References cannot be a family member, roommate, peer or employee of Covenant Harbor.**
 - Direct references to our website, www.covenantharbor.org. The form can be filled out directly online.
 - ***We must receive the reference form in order to conduct the final interview and make a hiring decision.***
 - C) Interview

You will be directed to set up an interview with Hannah, Rob or Sarah. The interview is a chance to talk about your previous summer(s) and how you have grown. A second interview may be scheduled, especially if you are applying for a new position.

3. Hiring Decisions

We begin interviewing in November and will make hiring decisions until all positions are filled. Check the website for position availability. Please notify us by phone or e-mail if you take another job or withdraw. Your application file must be complete in order to be considered for employment. A complete file is: a completed application form (including self evaluation questions), an interview, and a reference form.

It is your responsibility to check on the status of your file.

If you'd like more information about what we're looking for in our summer staff or what positions are currently available, visit our website at www.covenantharbor.org.

Thank you for considering Covenant Harbor, again.

Blessings,

Covenant Harbor Youth Ministry Team
Sarah, Rob, Kiley and Hannah

2012 Former Staff Application



Please carefully read and fill out all information on these pages. **Print neatly with ink. Only those who have served the entire summer on staff at Harbor during the summers of 2010 or 2011 are eligible to use this application. All other applicants please use full form.**

You are not required to provide us with a photograph or answer questions regarding age, gender, marital status or school. Covenant Harbor is an equal-opportunity employer. We do not discriminate on the basis of race, color, gender or national origin.

Name _____ Age _____ Birthday ____/____/____

Gender _____ Current year in school _____ Marital Status _____ Are you a U.S. citizen? _____

School attending(ed) _____ Location _____

Current address	Home Address (if different)
_____	_____
<i>Address</i>	<i>Address</i>
_____	_____
<i>City State Zip</i>	<i>City State Zip</i>

E-mail _____@_____ Cell Phone #(_____) _____ - _____

Other Phone #(type _____) #(_____) _____ - _____ Home Phone #(_____) _____ - _____

Current Address can be used until _____ Spring Break dates _____

Covenant Harbor summer staff are eligible to receive financial assistance for College. Are you interested in applying for this needs based tuition grant? Yes No

What size staff T-shirt would you request? Small Medium Large X-Large XX-Large Other: _____

When is the best time to contact you? List days and times. _____

- If you answer yes to any of the following questions, please attach an explanation.**
- Are you legally eligible to work in the United States? Yes No
 - Do you have any pending arrests or have you ever been convicted of a crime? Yes No
 - Have you ever pled guilty, been found guilty, entered a plea nolo contendere or an Alford plea of guilty for any offense? Yes No
 - Have you ever pled guilty, been found guilty, entered a plea nolo contendere or an Alford plea of guilty for any offense involving a minor child? Yes No
 - Have you ever been placed on probation, received a Suspended Execution of Sentence or Suspended Imposition of Sentence? Yes No
 - Have you ever been placed on probation, received a Suspended Execution of Sentence or Suspended Imposition of Sentence for any offense involving a minor child? Yes No
 - Are you, or have you ever, been placed on any local, state, or federal registry for sex offenders? Yes No
 - Have you ever been sued in a civil court of law where the allegations in the suit involved illegal, inappropriate, or sexual conduct or contact with a minor child? Yes No
 - Have you ever been denied the opportunity to work with children in any capacity? Yes No
 - Have you ever been convicted of any crime related to the mistreatment, abuse or molestation of children? Yes No
 - Have you ever been convicted of a felony or terminated from employment as a result of workplace violence? Yes No

Job Preference

Important- Refer to Job Descriptions on our website before listing your position preferences. Use exact job titles.

Indicate your first and second position preferences below: I am willing to serve:

1. _____ in any position I am needed for

2. _____ only in the positions I listed

Reference

PLEASE FILL OUT ALL REQUIRED INFORMATION BELOW. References cannot be an immediate family member, roommate, peer or employee of Covenant Harbor. Please list a reference who has had significant contact with you since your last summer at Harbor.

You are responsible for contacting your reference. The reference form is available on our website, and can be filled out directly online. By listing the names below, you give up your right to see any information received and release the persons listed, including their company and Covenant Harbor, from any liability.

Reference Name _____ Phone Number _____ Relationship _____

Self Evaluation

Please answer the following questions. No answer should be longer than one or two brief paragraphs. We desire honest responses that reflect who you are and how you are doing. Number and type the questions on a separate sheet of paper.

1. Describe your last summer at Harbor in three sentences.
2. Why should we hire you again?
3. What challenges did you face in your previous summer(s) and how did you address them?
4. How would you do your job differently if Rob Scott followed you around all summer? Why?
5. Do you smoke? never rarely occasionally regularly Please explain.
6. Do you drink alcoholic beverages? never rarely occasionally regularly Please explain.
7. Describe any experiences or difficulties you have faced in the past year that you think we should know about, if any.
8. What else is on your mind?

Availability

What is the earliest date you're available for employment? _____

What is the latest date you can stay at Harbor? _____

Please list any time off you would need throughout the summer. _____

For what? _____

Are you interested in pre or post-summer temporary employment? pre-summer post-summer

Applicant Agreement

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should Covenant Harbor Bible Camp extend an offer of employment, such employment is at will for no specific duration and may be terminated by either Covenant Harbor or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Covenant Harbor or its representatives used during the employment process is deemed a contract of employment, real or implied. In consideration for employment with Covenant Harbor, if employed, I agree to conform to the rules, regulations, expectations, policies and procedures of Covenant Harbor at all times and understand that such obedience is a condition of employment.

I understand that, if seriously considered for a position with Covenant Harbor, I will be required to submit to a background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with or attempt to affect the results of any background checks will result in withdrawal of any employment offer or of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Covenant Harbor or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I consent that any dispute between me and this organization will be governed by the substantive laws of the State of Wisconsin and that any mediation or suit that might occur shall be filed in the Walworth County court system.

If any part of this agreement is found by a court or any other appropriate authority to be invalid, the remainder of the agreement nevertheless will be in full force and effect.

By signing below, I acknowledge that I have read, understood and agree to the above statements.

Signature _____ Date _____

Printed Name _____

Parent's Signature if applicant is under the age of 18 _____

