

Dear Prospective Summer Staff,

Thank you for your interest in serving at Covenant Harbor Bible Camp. We look forward to getting to know you as you go through this application and interview process. Please read this letter to find out more about the application process for Covenant Harbor Summer Staff 2012!



We need staff who are called to serve at camp and are committed to regular Christian fellowship, Bible study, and service. We desire for our staff members to have a contagious love for Jesus, a fun-loving personality, and a commitment to evangelism and discipleship. We are not looking for perfect people, but for people who are willing to be a Christ-like role model 24 hours a day, 7 days a week. If this is what you're looking for, we hope to have you on our team!

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.
- Read through the job descriptions online carefully and list your top two choices.
- Complete and mail (or scan and email) the application, including your self-evaluation responses, to the address below. **DO NOT FAX APPLICATIONS.** Faxed applications will not be accepted.
- You will receive a confirmation that we have received your application within 1 week. If you do not receive a confirmation, please contact us to ensure we have received your application.

B) References

- You need four references. One must be from an employer or professor, one must be from a pastor or Bible study leader.
- Direct references to our website, www.covenantharbor.org. The reference form can be filled out directly online.
- Read reference requirements on the application, to see who qualifies to be a reference.
- **We must receive all four references in order to make a hiring decision.**

C) Interview

- The hiring process includes two separate interviews (may be done over the phone, via skype or in person).
- Personal interview: This first interview is a chance to get to know you and learn about your gifts, experience and what God is doing in your life. After sending in your application, you will be directed to set up this interview.
 - Position interview: When we have received three references and have had a positive personal interview we will contact you to schedule a position interview with another Youth Ministry team member to discuss your position of interest in depth.

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 let us know 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), a personal interview, a position interview, and four reference forms. **It is your responsibility to check on the status of your file.** A hiring decision will be made within two weeks of your final interview.

If you'd like more information about Covenant Harbor in general, 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 in your summer plans. Please contact us with any questions.

Blessings,

Covenant Harbor Youth Ministry Team

Hannah, Rob, Kiley and Sarah

2012 Summer Staff Application

Read the enclosed instructions first. Pray for God's direction. Print neatly with ink.

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. Do not copy these application materials without permission from Covenant Harbor, except for personal use.



Name _____ Age _____ Birthday ____/____/____

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

School attending(ed) _____ Location _____

Current address Send mail to this address **Home** Address (if different) Send mail to this address

Address *Address*

City *State* *Zip* *City* *State* *Zip*

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

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

Current Address can be used until _____ Spring Break dates _____

Major or degree earned/earning _____

What church do you attend? _____ For how long? _____

Pastor _____ Phone # _____

How did you hear about Covenant Harbor? School visit Internet Friend: list name _____
 Former Camper: # of years _____ Other: please list how _____

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.

Have you ever worked for Covenant Harbor before? If yes, list dates _____ Yes No

Have you ever applied for a position at Covenant Harbor before? If yes, list dates _____ Yes No

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

Experience

Specific Camping Experience. Attach additional paper if necessary.

Camp _____ Location _____

Position _____ Dates _____

Responsibilities _____

Supervisor's Name _____ E-mail _____ Phone # _____

Employment, Leadership, and Ministry experience: List paid and volunteer experience.

1. Position _____ Name of organization _____ Dates _____

Major Responsibilities _____

Supervisor's Name _____ E-mail _____ Phone # _____

2. Position _____ Name of organization _____ Dates _____

Major Responsibilities _____

Supervisor's Name _____ E-mail _____ Phone # _____

3. Position _____ Name of organization _____ Dates _____

Major Responsibilities _____

Supervisor's Name _____ E-mail _____ Phone # _____

4. Position _____ Name of organization _____ Dates _____

Major Responsibilities _____

Supervisor's Name _____ E-mail _____ Phone # _____

References

PLEASE FILL OUT ALL REQUIRED INFORMATION BELOW. References cannot be an immediate family member, roommate, peer or employee of Covenant Harbor.

Please list one employer or professor as a reference and at least one Pastor or Bible study leader as a reference. If you have previous camping experience (outside of Covenant Harbor), at least one reference must be from that camp.

You are responsible for contacting your references. 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	Years Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Self Evaluation

Your answers help us get to know you better. No answer should be longer than two or three brief sentences. Attach responses on a separate sheet of paper. Please type or print neatly.

We desire honest responses that reflect who you are and where you are at in your walk with Christ.

1. Why do you want to serve at Covenant Harbor this summer?
2. Briefly describe when and how you came to faith in Christ.
3. If you could give the world (society in general) ONE piece of advice, what would it be?
4. Why did you choose to apply for the position(s) you've listed?
5. Do you smoke? never rarely occasionally regularly Please explain.
6. Do you drink alcoholic beverages? never rarely occasionally regularly Please explain.
7. Read the expectations listed on the final page of the application. Which expectation(s) listed will be the most challenging for you?
8. List all the people you know who have worked at Covenant Harbor in the last 5 years, if any.

Availability

Due to the demanding nature of our summer programs, a full staff is needed for each entire week of the summer. The **exact dates** you are available are **extremely** important.

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

If so, which area(s) are you most interested in working in? maintenance kitchen Snake Road

Guest Services Office I'll do anything Other: _____

Expectations

The ministry of Covenant Harbor is dependent upon summer staff who are committed to carrying out our mission. Summer staff, in any role, have the incredibly large responsibility of being a Christ-like example to all campers. We expect summer staff to live a life that honors God at all times, not only while camp is in session. Therefore, it is necessary for all applicants to:

- Have a personal relationship with Jesus Christ.
- Demonstrate the love of Christ in all of their words and actions
- Maintain a positive attitude throughout challenging and exhausting situations
- Abstain from the use of tobacco, alcohol, and/or illegal drugs, regardless of personal beliefs
- Serve wherever needed, regardless of job description
- Use discernment in choice of dress, appearance and language
- Follow all guidelines listed in the Staff Handbook

Because of the commitment summer staff make to teaching campers about Jesus, it is essential that each staff member believes:

- The Bible is God's inspired word
- Only one true and living God exists
- Jesus Christ is God's son, sent to earth as a sacrifice
- Salvation is by faith alone

Applicant Agreement

Please read the following statements carefully. Your signature below indicates assent to these conditions.

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 _____

