



# Aldersgate Camp & Retreat Center

## Application for Summer Employment

<b>OFFICE USE ONLY</b>		
Date Rec'd	_____	
# Referrals Rec'd	_____	
	1	2
	3	
Contract Rec'd	_____	
Agr. Dates	_____	

**Non-Exempt Summer Employee:**

Applicants must be out of high school by June 2017, be a communicant member of a Christian church, be actively developing a mature Christian faith, love children and youth, communicate well, be willing to do whatever benefits Aldersgate Camp & Retreat Center and its summer program, and be available from May 22 through July 22, 2017.

**Circle the position for which you are qualified and which you would accept if offered a position.**

Animal Activities Director

Maintenance

*Kitchen*

**PERSONAL INFORMATION:**

Name \_\_\_\_\_ Preferred to be called \_\_\_\_\_  
Last First Middle

S.S. # \_\_\_\_\_ Birthdate (optional) \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Current Address \_\_\_\_\_ Phone \_\_\_\_\_  
(If Different)

\_\_\_\_\_ E-mail \_\_\_\_\_

Until when? \_\_\_\_\_

**EDUCATION:**

Grade or School Level that will complete as of June 2017 \_\_\_\_\_ School \_\_\_\_\_  
Major Address \_\_\_\_\_

Other Colleges or Universities you have attended \_\_\_\_\_

**CHURCH AFFILIATION:** Church Name \_\_\_\_\_ Denomination \_\_\_\_\_

Minister's name \_\_\_\_\_ Address \_\_\_\_\_  
(Minister you know best)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How often do you attend worship? \_\_\_\_\_ What leadership roles, if any, have you held? \_\_\_\_\_

\_\_\_\_\_

**CAMP EXPERIENCE:** List your experience in camps - designate your role for each (camper, counselor, lifeguard, etc.)

CAMP & STATE	ROLE	DATES

List your experience working with children and youth: What age groups and where?

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**CAMP ACTIVITIES, INTERESTS AND SPECIAL QUALIFICATIONS:**

Do you have a valid driver's license? \_\_\_\_\_ If yes, then.... State \_\_\_\_\_ Number \_\_\_\_\_

Do you have a current Commercial Drivers License? \_\_\_\_\_

**WORK HISTORY:**

Please list your 3 most recent employers, city and phone number, type of work and dates employed (**start with most recent**):

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**REFERENCES:**

Please give the enclosed reference forms to at least **3 people who are not related to you** who will act as a reference for you. It would be helpful for you to **put your name by the space marked "RE:"** Sign the release form and **indicate if you are willing to waive your right to see your reference forms.** These people should be knowledgeable not only about your character, but should know your qualifications for the positions for which you are applying. **We would prefer for one of them to be your pastor, church educator, youth leader or another person from your church.** These forms should be mailed directly to Aldersgate Camp & Retreat Center to the address on the form. **These are required for employment.**

Please list below the names, addresses and phone numbers of the persons you ask to be a reference for you.

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP
1)			
2)			
3)			



In submitting this application, I understand that a satisfactory personal interview is a prerequisite to being accepted for the position for which I am applying.

I hereby authorize, by my signature below, The Kentucky Conference of the United Methodist Church, Aldersgate Camp & Retreat Center, its agents and employees to contact for verification any and all references, employers, law enforcement agencies, doctors and health care providers and so specifically release the The Kentucky Conference of the United Methodist Church and Aldersgate Camp and Retreat Center, of any and all claims arising from such inquiries or contacts, and further release any and all persons and entities from any claim arising from their responding to such inquiries or contacts.

By my signature, I verify that all information on this application is true to the best of my knowledge and understand that any falsification on my part is grounds for not being hired or termination of employment with Aldersgate Camp & Retreat Center.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

All statements become part of any future employee's personnel file.

**Please complete this form ASAP! and return it to:  
Dave Cohn, Aldersgate Camp & Retreat Center  
125 Aldersgate Camp Rd. Ravenna, KY 40472  
For more information call 606-723-5078**



# Aldersgate Camp & Retreat Center Summer Employment Reference Form

125 Aldersgate Camp Rd. Ravenna, KY 40472  
Phone: 606-723-5078 Fax: 606-723-1132

**Applicant's Name:** \_\_\_\_\_

**Reference Name:** \_\_\_\_\_

As you know, a very important part of having a great summer camping program is the hiring of quality staff. The quality of the summer staff affects every aspect of the camping program including the enjoyment and safety of the campers. \_\_\_\_\_ has recommended that you could help provide us with information about his/her qualifications for work at Aldersgate Camp & Retreat Center.

It is important to have an honest and objective evaluation; therefore we sincerely request that you answer the questions below to represent the true facts, as you know them, even if they are unfavorable for the applicant. Your replies will be kept in strict confidence by this office. Please understand that we realize that no one is perfect and are only looking for those people who have strengths where we most need them.

1. How long have you known the applicant? \_\_\_\_\_
2. In what capacity do you know the applicant? \_\_\_\_\_
3. Has he/she shown leadership in any organization that you know of? \_\_\_\_\_  
Please list: \_\_\_\_\_
4. How does he/she handle responsibility? \_\_\_\_\_
5. How does he/she show interest in working with children? \_\_\_\_\_  
\_\_\_\_\_
6. Can he/she be depended upon to work for the morale of the group? \_\_\_\_\_
7. If you had a child of your own in camp, would you like to have him/her under the leadership and Christian education of this applicant? \_\_\_\_\_
8. What qualities do you feel this applicant has that will make him/her a qualified counselor?  
\_\_\_\_\_  
\_\_\_\_\_
9. Would you employ this person in a position of leadership and responsibility in the Christian education of young people? \_\_\_\_\_ Why or why not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Has the applicant ever been in trouble with any agency of the law or any agency such as the Department of Family and Children Services? \_\_\_\_\_ if yes, please explain.

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**Please rate the applicant on the following points. Do not evaluate those items about which you feel uncertain or have not observed.**

	Below Average	Average	Above Average	Superior
Adaptability	_____	_____	_____	_____
Attitude of Cooperation	_____	_____	_____	_____
Character	_____	_____	_____	_____
Emotional Maturity	_____	_____	_____	_____
Health	_____	_____	_____	_____
Leadership	_____	_____	_____	_____
Love and appreciation of nature	_____	_____	_____	_____
Patience	_____	_____	_____	_____
Self Confidence	_____	_____	_____	_____
Creativity	_____	_____	_____	_____
Integrity/Honesty	_____	_____	_____	_____
Willingness to follow rules	_____	_____	_____	_____
Christian faith	_____	_____	_____	_____

**Please use the space below to give us any information that would be helpful to us in our consideration of this applicant.**

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**Reference Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please PRINT your name here** \_\_\_\_\_

**I (applicant) do \_\_\_\_\_ do not \_\_\_\_\_ hereby release my right to read this completed reference form.**

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return this form as soon as possible to:**  
**Dave Cohn**  
**Director, Aldersgate Camp & Retreat Center**  
**125 Aldersgate Camp Rd.**  
**Ravenna, KY 40472**