



6946 County Road 10  
Zanesfield, OH 43360  
937-593-2141  
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[kirkmont@kirkmontcenter.com](mailto:kirkmont@kirkmontcenter.com)  
[www.kirkmontcenter.com](http://www.kirkmontcenter.com)

## Kirkmont Center Summer Staff Application

Kirkmont Center does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, veteran status, marital status, genetic information or disability. No question on this form is intended to secure information to be used for such discrimination.

Only complete applications will be considered.

Date of Application \_\_\_\_\_

Name \_\_\_\_\_  Male  Female

Current Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Primary Phone (\_\_\_\_\_) \_\_\_\_\_  Cell  Work  Home E-mail \_\_\_\_\_

Secondary Phone (\_\_\_\_\_) \_\_\_\_\_  Cell  Work  Home

Do you meet the minimum age requirement of 18 years old?  Yes  No Date of Birth \_\_\_\_\_

Have you ever been employed by Kirkmont Center?  Yes  No If so, when \_\_\_\_\_

Have you ever been a camper at Kirkmont Center?  Yes  No If so, when and which camp \_\_\_\_\_

Most positions are contracted for the entire summer camping season. Salaries are pro-rated for shortened contracts. Kirkmont Center reserves the right to void or revise the conditions and dates of a contract in the event that the camping season experiences a significant change in the anticipated number of summer program weeks.

**Mandatory Staff Training Dates: Sunday June 4, 2017 – Friday June 16, 2017.**

**Last Official Day of Summer Staff: Sunday August 6, 2017; August 7-12 optional.**

- \_\_\_\_\_ I am available for the full summer period. I will not need any time off except for my normally scheduled time off.
- \_\_\_\_\_ I am not available for these dates: \_\_\_\_\_ because \_\_\_\_\_.
- \_\_\_\_\_ I am also available and interested in working extended weeks in August if needed.
- \_\_\_\_\_ I am also available and interested in working earlier in May if needed.
- \_\_\_\_\_ I am interested in helping with programs outside of the summer camping season if needed

**Note: Hiring preferences may be given to those who are available for the full period of their contract.**

## Education

	High School	College	Other
Name and Location			
Number of years completed			
Course of study			
Did you Graduate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

## Employment History — Please list most recent employment first.

Company Name		Phone Number ( )	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Company Address (include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final		Base Rate of Pay Start Final	
Supervisor (Name & Title)				
Description of Job Duties		Reason for Leaving		
Company Name		Phone Number ( )	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Company Address (include Street, City, State, Zip Code)				
Job Title-Start	Job Title-Final		Base Rate of Pay Start Final	
Supervisor (Name & Title)				
Description of Job Duties		Reason for Leaving		

## References — Give three names of people [not relatives] having knowledge of your character, experience, work habits, and ability.

Name	Position/Occupation	Phone	Email
1.			
2.			
3.			

**\*You are responsible for copying the reference form at the end of the application and distributing it to these three references and return to Kirkmont. You will not be considered for a position until all three of your reference forms have been returned. \***

Summarize any other employment history, training, other skills that may have prepared you for this position.

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**Camp Program Skills** - In the following list put a **"T"** before those activities you can organize and teach as an expert, and an **"A"** for those activities in which you can assist. Put a **"C"** after those in which you have current certification and attach a copy of your certification. List/Indicate all that apply to each skill.

<b>Adventure/Challenge</b> <input type="checkbox"/> low ropes course <input type="checkbox"/> belaying <input type="checkbox"/> climbing	<b>Music</b> <input type="checkbox"/> singing <input type="checkbox"/> leading songs <input type="checkbox"/> energizers <input type="checkbox"/> instrument (list) _____	<b>Waterfront Activities</b> <input type="checkbox"/> canoeing <input type="checkbox"/> diving <input type="checkbox"/> kayaking <input type="checkbox"/> rafting <input type="checkbox"/> swimming <input type="checkbox"/> synchronized swimming	<input type="checkbox"/> martial arts <input type="checkbox"/> soccer <input type="checkbox"/> tennis <input type="checkbox"/> track/field <input type="checkbox"/> volleyball <input type="checkbox"/> wrestling
<b>Arts/Crafts</b> <input type="checkbox"/> ceramics/pottery <input type="checkbox"/> drawing/painting <input type="checkbox"/> leather craft <input type="checkbox"/> photography <input type="checkbox"/> woodworking	<b>Nature</b> <input type="checkbox"/> animals/animal care <input type="checkbox"/> astronomy <input type="checkbox"/> birds <input type="checkbox"/> environmental studies <input type="checkbox"/> flowers <input type="checkbox"/> forestry <input type="checkbox"/> insects <input type="checkbox"/> rocks/minerals <input type="checkbox"/> weather	<b>Sports/Fitness</b> <input type="checkbox"/> aerobics/exercise <input type="checkbox"/> archery <input type="checkbox"/> baseball/softball <input type="checkbox"/> basketball <input type="checkbox"/> fencing <input type="checkbox"/> fishing <input type="checkbox"/> football <input type="checkbox"/> golf <input type="checkbox"/> gymnastics <input type="checkbox"/> informal games	<b>Miscellaneous</b> <input type="checkbox"/> academics <input type="checkbox"/> aviation <input type="checkbox"/> community service <input type="checkbox"/> gardening <input type="checkbox"/> foreign language <input type="checkbox"/> leadership development <input type="checkbox"/> radio/TV/video <input type="checkbox"/> storytelling <input type="checkbox"/> team building <input type="checkbox"/> worship <input type="checkbox"/> religious studies

## Certifications

Type	Level	Expiration Date	Interested in Receiving
Lifeguard			
CPR, AED, O2			
Boating/Canoeing			
Target Sports			
High Ropes/Belay Trained			
Other			

Do you have a valid driver's license?  Yes  No Expires: \_\_\_\_\_

List other experiences working with children or youth:

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What are your hobbies, special interests and extra-curricular activities?

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**Please answer the following questions – your application will not be reviewed until this information is complete.**

1. Are you a U.S. Citizen?  Yes  No If No, what type of residency/work visa do you have? \_\_\_\_\_

2. Have you ever been arrested for allegedly having committed sexual misconduct of any kind?  Yes  No  
*If yes, please provide date and place of arrest and ultimate disposition of the charge or charges on an additional sheet.*

3. Have you been found guilty, pled guilty or pled no contest to a felony, a misdemeanor, or DUI/DWI?  Yes  No  
*If yes, please provide date and place of arrest and ultimate disposition of the charge or charges on an additional sheet.*

4. Have you ever received a ticket for reckless driving or DUI/DWI?  Yes  No  
*At times, operation of a camp vehicle may be necessary for work related purposes.*

**A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.**

**Please attach a separate sheet and answer the following questions in 200 words or less:**

1. How would working at Kirkmont Center meet your personal and spiritual goals and needs?
2. What are your strengths? What allows you to shine?
3. What excites you about living in community this summer? What makes you hesitant?

### **Signature required in order to process this application**

Authorization of applicant: I certify that the facts contained in the application are true and complete to the best of my knowledge and understand that, if employed, inaccurate or incomplete statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references (if applicable) and the employers listed above to give you all information concerning previous employment and any pertinent information that may have, personally or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

Commitment of Application: I pledge to work to the best of my ability, to seek to maintain the Christian emphasis, high ideals, and service expectation of Kirkmont Center, Inc. and to abide by the conditions of my contract. I also understand that I will provide a background check if I am offered a position, and that all employees are subject to pre-employment drug testing as well as random drug testing thereafter.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications are due by Friday February 24, 2017.** Applications mailed after February 24 will be considered if open spots still remain.

If you need more information or have questions about Summer Staff please contact:

Kirkmont Center

937-593-2141

Kirkmont@kirkmontcenter.com

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## Kirkmont Center Summer Staff

### Job Reference and Character Inquiry

Please complete and mail to:  
 Kirkmont Center  
 Attn: Summer Staff Reference  
 6946 County Road 10  
 Zanesfield, OH 43360

**TO BE COPIED & DISTRIBUTED TO 3  
 REFERENCES FOR COMPLETION.**

**Applicant to fill out this section:**

Applicant's Name: \_\_\_\_\_ Position Sought: \_\_\_\_\_

I hereby authorize \_\_\_\_\_ to provide Kirkmont Center with the information requested below. I release him/her from any liability and damage incurred in the giving of information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant is being considered for summer employment by Kirkmont Center. Our summer staff often work long hours and frequently interact with Kirkmont Center volunteers, leadership personnel, and campers. Your answers to the following questions will help us to do a better job of evaluating the applicant and will remain confidential. Thank you for your assistance.

How many years have you known the applicant? \_\_\_\_\_

Your relationship with the applicant \_\_\_\_\_

Qualities	Superior	Very Good	Good	Fair	Poor	Unknown
Ability to supervise others						
Communication with others						
Timeliness and dependability						
Honesty						
Independent Initiative						
Observance of rules						
Ability to work with children						
Ability to follow directions						

What do you think are the applicant's major strengths and weaknesses? Any other information you feel is important.

Knowing Kirkmont has very high standards for staff, I recommend the applicant: (circle one)

**Strongly      Somewhat      With Reservation      Not be hired**

Signature of Reference \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

If you have further comments about the applicant, please attach an additional sheet of paper.