

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.

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.

Adventure/Challenge <input type="checkbox"/> low ropes course <input type="checkbox"/> belaying <input type="checkbox"/> climbing	Music <input type="checkbox"/> singing <input type="checkbox"/> leading songs <input type="checkbox"/> energizers <input type="checkbox"/> instrument (list) _____	Waterfront Activities <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
Arts/Crafts <input type="checkbox"/> ceramics/pottery <input type="checkbox"/> drawing/painting <input type="checkbox"/> leather craft <input type="checkbox"/> photography <input type="checkbox"/> woodworking	Nature <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	Sports/Fitness <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	Miscellaneous <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:

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

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, March 22nd, 2019. Applications mailed after March 22nd 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

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.