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***A place to meet God and be renewed***

**InterVarsity Retreat and Training Center**

**Employment and Volunteer Application\***

\*If located in Alabama, Atlanta (GA), California, Colorado, Connecticut, Delaware, Hawaii, Illinois, Maine, Massachusetts, New Jersey, New York, Oregon, Puerto Rico, Vermont, and Washington use the InterVarsity Retreat and Training Center Application – without salary history application instead of this document.

We appreciate your interest and assure you that we are sincerely interested in your qualifications. This application will give us a clear picture of your interests, background, experience, abilities, and ambitions so we can make an informed decision about whether and how your talents can best be put to use.

**Employment Position and Type**

|  |  |
| --- | --- |
| Camp Applying For: | [ ]  Campus by the Sea, Catalina Island, CA[ ]  Cedar Campus, Cedarville, MI [ ]  Toah Nipi, Rindge, NH |
| Position Applying For (check one): | [ ]  Ongoing ([ ]  full time or [ ]  part time)[ ]  Crew (temporary/short term) [ ]  Internship[ ]  Volunteer |
| Have you previously worked/volunteered for InterVarsity or one of its camps? | [ ]  No [ ] YesWhere?      When?       |
| What dates (start to end) are you available to work? |       |

**Personal Information**

|  |  |  |
| --- | --- | --- |
|       |       |       |
| First Name | Middle Name | Last Name |
|       |
| Current Address |
|       |       |       |
| City | State | Zip |
|       |
| Permanent Address, if different than address listed above |
|       |       |       |
| City | State | Zip |
|        |       |
| Phone Number  | Email address  |
|  |
| **Are you eligible for employment in the United States? [ ]  Yes [ ]  No (Documentation will be required upon job offer)** | **State your age if under 18:** |  |
|  |  |

# We are a ministry of InterVarsity Christian Fellowship/USA. In response to God’s love, grace and truth: The purpose of InterVarsity Christian Fellowship/USA is to establish and advance at college and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God’s Word, God’s people of every ethnicity and culture and God’s purposes in the world.

EDUCATION\*

\*If you have worked for us in the past, please only list education since you last worked with us.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name and Location** | **Years Attended** | **Graduated?** | **Course of Study, Degree Obtained** |
| **High school** |  | **[ ]  1 [ ] 2****[ ] 3 [ ] 4** | **[ ]  Yes [ ]  No** |  |
|  | **[ ]  Current** |
| **College\*** |  | **[ ]  1 [ ] 2****[ ] 3 [ ] 4** | **[ ]  Yes [ ]  No** |  |
|  | **[ ]  Current** |
| **Other (specify)** |  | **[ ]  1 [ ] 2****[ ] 3 [ ] 4** | **[ ]  Yes [ ]  No** |  |
|  | **[ ]  Current** |
| **Other (specify)** |  | **[ ]  1 [ ] 2****[ ] 3 [ ] 4** | **[ ]  Yes [ ]  No** |  |
|  | **[ ]  Current** |

# Work Experience\*List below your present and past employment, beginning with the most recent:

# \*If you have worked for us in the past, please only list employment since you last worked with us.

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Employer:** |  | **Dates From/To** | **Work Performed** |
| **Address**  |  |  |  |  |
| **Job Title**  |  | **Starting/Final Pay\*** |
| **Supervisor**  |  |  |  | **Phone**  |  |
| **Reason for Leaving**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Employer:** |  | **Dates From/To** | **Work Performed** |
| **Address**  |  |  |  |  |
| **Job Title**  |  | **Starting/Final Pay\*** |
| **Supervisor**  |  |  |  | **Phone**  |  |
| **Reason for Leaving**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Employer:** |  | **Dates From/To** | **Work Performed** |
| **Address**  |  |  |  |  |
| **Job Title**  |  | **Starting/Final Pay\*** |
| **Supervisor**  |  |  |  | **Phone**  |  |
| **Reason for Leaving**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Employer:** |  | **Dates From/To** | **Work Performed** |
| **Address**  |  |  |  |  |
| **Job Title**  |  | **Starting/Final Pay\*** |
| **Supervisor**  |  |  |  | **Phone**  |  |
| **Reason for Leaving**  |  |

# RECORD OF EXPERIENCE AND INTEREST

**Note that your experience may or may not be applicable for all InterVarsity retreat and training centers.**

Please mark the appropriate experiences/skills you have developed in actual work. Please indicate your experience in each department, using a scale of 0 to 5. (0=’no experience’ and 5 =’very experienced.’)

|  |  |  |
| --- | --- | --- |
| **Building & Grounds** | **Children’s Program** | **Recreation** |
|       General Maintenance      Painting      Operating Shop/Power Tools      Custodial/Janitorial      Washing Windows      Carpentry      Roofing      Masonry/Cement      Cutting/Splitting Wood      Engine Mechanics      Law Maintenance |       Teaching Sunday School      Jr. High Youth      Sr. High Youth      Nursery Work      Day Care      Babysitting      Children’s Programs      Elementary Ed. Major      Secondary Ed. Major      Special Education |       Snorkeling      Sailing      Kayaking      Power Boats      Paddle Boats      Outdoor Education      Trail Maintenance      Volleyball      Basketball      Bicycling      Hiking      Scuba Diving      Rock climbing/rappelling      Horseback riding |

|  |  |  |
| --- | --- | --- |
| **Kitchen** | **General Store** | **Miscellaneous** |
|       Prep Cook      Baking      Quantity Cooking      Outdoor Cooking      Dish Room Supervisor      Dining Room Host(ess) |       Inventory      Retail Sales      Cash Register      Credit card processing |       Microsoft Office software      Audio Visual      Website management      Lead worship      Brochure design       Play an Instrument      Marketing |

|  |  |  |
| --- | --- | --- |
| **Office** | **Outdoor/Environment** | **Guest Services/Housekeeping** |
|       Typing      Data entry      Answering phones |       Knowledge of wildlife      Knowledge of flowers/fauna |       Laundry      General Cleaning      Supervising Others |

|  |  |
| --- | --- |
| Do you hold any Certifications? | [ ]  WSI[ ]  Life Guard / [ ]  Life Guard Instructor[ ]  Coast Guard[ ]  CPR / [ ]  1st Aid[ ] CDL Other       |

|  |
| --- |
| From the list of departments (e.g. Building & Grounds, Kitchen, Office, etc.) which would you prefer to work with? |
| #1       | #2        | #3       |

**PLEASE ANSWER THE FOLLOWING QUESTIONS (Use additional paper if needed)**

1. What experiences, skills, or qualifications especially quality you for working at our Camp?

1. How and when did you become a Christian?

1. Please evaluate yourself in the following areas:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Servant-hood | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |
| Flexibility | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |
| Working by yourself | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |
| Working with others | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |
| Self-starter | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |
| Having fun while I work | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |
| Having fun while I work | [ ]  Excellent | [ ]  Good | [ ]  Average | [ ]  Weak |

1. Choose from among the following leadership styles the one which most closely reflects your own:

[ ]  I prefer to do my job, but not be responsible for others or the group.

[ ]  I prefer to influence others, but I do not seek continuing authority/responsibility for others.

[ ]  I prefer to mobilize and coordinate the activities of others to achieve a goal.

 Briefly describe an example from your life of the one you chose:

|  |  |
| --- | --- |
| [ ]  Flexible | [ ]  Structured |
| [ ]  Reserved | [ ]  Talkative |
| [ ]  Concrete | [ ]  Abstract |
| [ ]  Speaker | [ ]  Writer |
| [ ]  Logical | [ ]  Emphatic |

1. Which word in each pair do you BEST identify with?

|  |  |
| --- | --- |
| [ ]  Deliberate | [ ]  Spontaneous |
| [ ]  Efficient | [ ]  Reasonable |
| [ ]  Improver | [ ]  Creator |
| [ ]  Theory | [ ]  Experience |
| [ ]  Calm | [ ]  Lively |
| [ ]  Self-starter | [ ]  Follow set instructions |

1. Is there any reason why you would have difficulty performing any of the essential elements of the position for which you are applying? [ ]  No [ ]  Yes, please explain.
2. Any additional comments?

REFERENCES (Please list all that apply.)

Dear Applicant,

In a separate document, you will find the reference forms. Before you distribute the forms to your references, please enter your applicant information on the first page and check the title of each form to ensure that you are giving each reference the appropriate form. Once you have distributed the reference forms, you may submit your application to the hiring supervisor.

**Completed reference forms may be emailed to:**

|  |  |
| --- | --- |
| NAME OF HIRING SUPERVISOR  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |

The reference forms must be completed and returned before a candidate is hired.

If you have worked for us in the past, please list the name of your supervisor under ‘Current/Previous Employer’.

Please, do not ask a relative to complete a reference form. We cannot accept references from family members.

**For all Applicants:**

General:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |

Pastor/Church Leader:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |

**Additional References for Volunteer or Ongoing Positions Only**

General:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |

Employer or Supervisor:

|  |  |
| --- | --- |
| NAME  |       |
| PHONE NUMBER  |       | EMAIL ADDRESS  |       |

CONSENT AND RELEASE

Employees & Volunteers

IMPORTANT

PLEASE READ CAREFULLY BEFORE SIGNING

By my signature below, I:

**Consent to:**

InterVarsity following up on statements contained in this application and contacting my present employer,\* past employers, listed references and other persons in order to obtain from them information relating to my activities and qualifications. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information.

Any person, school, present employer, past employer, or organization providing InterVarsity with relevant information and comments that may be helpful to InterVarsity in evaluating this application.

*If you do NOT want your present employer contacted in the initial stages of application, check here: [ ] .*

**Release:**

My present and former employers, references, organizations, and other persons from any legal liability in making responses to InterVarsity as a result of this application. I understand this supersedes any agreement I may have made with a current or former employer or reference to the contrary. I further release all individuals and organizations, including records custodians, from all liability for damages that may result to me on account of compliance or attempts to comply with this authorization.

**Understand:**

That InterVarsity Christian Fellowship is an equal-opportunity employer and does not discriminate on the basis of any protected classification (race, gender, national origin, citizenship, age, marital status, disability).

That any offer I may receive for a position with InterVarsity (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check. Acceptance, retention or review of a pre-employment background check by InterVarsity does not guarantee that I will be offered a job.

Agree to:

Furnish the following background information:

(If you live in a state whose law exempts you from answering any of questions 1 through 4 below, you need not answer such question(s).)

1. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances and the name and address of the entity receiving the report. Yes [ ]  No [ ]

2. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization, including InterVarsity? If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved. Yes [ ]  No [ ]

3. Have you ever been dismissed from employment by any employer, including InterVarsity and/or other charitable and religious organizations, following an allegation of sexual misconduct or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer. Yes [ ]  No [ ]

4. Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church or other organization where the investigation, review or complaint occurred. Yes [ ]  No [ ]

If you checked “yes” to any question above, please provide a complete explanation of the circumstances. If you feel there are any extenuating circumstances, such as your age at the time, please so state. In order to provide a full explanation of an affirmative response, you may attach additional pages to this questionnaire. InterVarsity will evaluate what you have written and may ask you to provide additional information. If you are given an offer of employment, your employment will be dependent upon completion of a successful background check.

If any of your responses or information provided on this form are untruthful or inaccurate, InterVarsity may determine that you are no longer qualified to be associated with the ministry in any capacity.

By signing below, you agree that, if you become an employee or volunteer of InterVarsity, and become involved in circumstances that would cause your answers to any of the questions above to change, you will immediately notify, and provide a complete description of the circumstances, to the Director of Human Resources of InterVarsity.

To serve with InterVarsity it is required that you sign below, indicating your agreement with the Consent and Release. You must also sign the Statement of Agreement, which includes InterVarsity’s Purpose and Doctrinal Basis. Include the signed copy with your application to your supervisor.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |  | **DATE** |  |
|  | **\*electronic signature: typed full name followed by zip code or last four digits of SSN** |
| Address: |       |
| Phone: |       |
| Email: |       |

If you are extended an offer of appointment or employment, you will be required to pass a background check prior to your hire date or appointment date.

**INTERVARSITY CHRISTIAN FELLOWSHIP/USA**

**Statement of Agreement**

**PURPOSE STATEMENT**

*In response to God’s love, grace and truth:* The purpose of InterVarsity Christian Fellowship/USA isto establish and advance at colleges and universitieswitnessing communities of students and facultywho follow Jesus as Savior and Lord:growing in love for God,God’s Word,God’s people of every ethnicity and cultureand God’s purposes in the world.

**DOCTRINAL BASIS**

We believe in:

 The only true God, the almighty Creator of all things,

 existing eternally in three persons—

 Father, Son, and Holy Spirit—full of love and glory.

 The unique divine inspiration,

 entire trustworthiness

 and authority of the Bible.

 The value and dignity of all people:

 created in God's image to live in love and holiness,

 but alienated from God and each other because of our sin and guilt,

 and justly subject to God’s wrath.

 Jesus Christ, fully human and fully divine,

 who lived as a perfect example,

 who assumed the judgment due sinners by dying in our place,

 and who was bodily raised from the dead and ascended as Savior and Lord.

 Justification by God's grace to all who repent

 and put their faith in Jesus Christ alone for salvation.

 The indwelling presence and transforming power of the Holy Spirit,

 who gives to all believers a new life and a new calling to obedient service.

 The unity of all believers in Jesus Christ,

 manifest in worshipping and witnessing churches

 making disciples throughout the world.

 The victorious reign and future personal return of Jesus Christ,

 who will judge all people with justice and mercy,

 giving over the unrepentant to eternal condemnation

 but receiving the redeemed into eternal life.

To God be glory forever.

*Sign and return with your application to your hiring supervisor.*

I hereby subscribe to the above Doctrinal Basis and Purpose of InterVarsity Christian Fellowship/USA.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |  | **DATE** |  |
|  | **\*electronic signature: typed full name followed by zip code or last four digits of SSN** |

**INTERNATIONAL FELLOWSHIP OF EVANGELICAL STUDENTS®**

InterVarsity Christian Fellowship/USA is a member movement of the International Fellowship of Evangelical Students (IFES), and thereby subscribes wholeheartedly to the statement listed below. It is a further elaboration of InterVarsity’s commitment to evangelical theology and evangelical student movements around the world.

**IFES DOCTRINAL BASIS**

The Doctrinal Basis of the IFES affirms the fundamental truth of Christianity including:

The unity of the Father, Son and Holy Spirit in the Godhead.

The sovereignty of God in creation, revelation, redemption and final judgment.

The divine inspiration and entire trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.

The universal sinfulness and guilt of all men since the fall, rendering them subject to God’s wrath and condemnation.

Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God.

The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.

The presence and power of the Holy Spirit in the work of regeneration.

The justification of the sinner by the grace of God through faith alone.

The indwelling and work of the Holy Spirit in the believer.

The one Holy Universal Church which is the Body of Christ and to which all true believers belong.

The expectation of the personal return of the Lord Jesus Christ.