

Employment Application for Position of Executive Director

Summit Grove Camp, 140 Front Street, New Freedom, PA 17349

Statement of Practice: *In order to safeguard the well-being of participants served, Summit Grove Search Committee will investigate the accuracy of the data provided in the application process for all applicants.*

1. Personal Information

Full Name _____ Date of Birth _____

Home Address _____

City _____ State _____ Zip _____ Home Phone # _____

Cell Phone # _____ How long at this address? From _____ to present.

Email Address _____

Home Church _____ Denomination _____

What salary would you expect for this position? _____

2. Education

High School Attended _____ City and State _____

Dates Attended _____ Graduation Date _____

College/University Attended _____ City and State _____

Major _____ Dates Attended _____ Graduation Date _____

Please list any other educational certificates, degrees, and programs completed, including graduate school, technical school, etc.

Professional Societies, Associations, Certifications, Awards, Publications:

How do you feel your education will help you in the position of Summit Grove Executive Director?

3. Work Experience

List your present or most recent employer first. If you have more employment experience than there are spaces provided, please list the experiences most relevant to the position of Camp Swatara Executive Director.

(1) Company/Organization Name _____ Position Held _____
Company/Organization Address _____
City _____ State _____ Zip _____ Phone _____
Date Started _____ Date Ended _____ Reason for Leaving _____
Supervisor Name and Title _____
Description of Duties and Responsibilities _____

(2) Company/Organization Name _____ Position Held _____
Company/Organization Address _____
City _____ State _____ Zip _____ Phone _____
Date Started _____ Date Ended _____ Reason for Leaving _____

(3) Company/Organization Name _____ Position Held _____
Company/Organization Address _____
City _____ State _____ Zip _____ Phone _____
Date Started _____ Date Ended _____ Reason for Leaving _____

How do you feel your work experience will help you in the position of Summit Grove Camp Executive Director?

4. Volunteer Experience

Please list experiences that are most relevant to the position of Executive Director.

(1) Agency/Organization Name _____ Phone _____
Agency/Organization Address _____
City _____ State _____ Zip _____ Dates _____
Supervisor Name and Title _____
Description of Duties and Responsibilities _____

(2) Agency/Organization Name _____ Phone _____

Agency/Organization Address _____

City _____ State _____ Zip _____ Dates _____

Supervisor Name and Title _____

Description of Duties and Responsibilities _____

How do you feel your volunteer experience will help you in the position of Summit Grove Executive Director?

5. References

List at least three references, including employers, pastors, mentors, etc., but do not list any family members.

(1) Name _____ Relationship to you _____ Phone _____

Address _____ City _____ State _____ Zip _____

(2) Name _____ Relationship to you _____ Phone _____

Address _____ City _____ State _____ Zip _____

(3) Name _____ Relationship to you _____ Phone _____

Address _____ City _____ State _____ Zip _____

6. Questions

Yes No

(1) Are you a member and active participant of a Church? _____

(2) Are you willing to live on-site at Summit Grove Camp? _____

(3) Are you willing to speak in front of large groups? _____

(4) Do you use tobacco products? _____

(11)What kinds of camping experiences have you been involved in?

(12)What can be done better or more uniquely at a Christian Camp than elsewhere?

(13)What is your relationship with the Christian and Missionary Alliance? What C&MA values are important to you?

(14)What are your technology skills?

(15)Explain how you would establish relationships with donors and develop strategies for recruiting new donors.

(16)What does hospitality look like to you in Resident Camp, Retreat, and Family Camp settings?

7. Legal Background and Authorization to Check Criminal Records

Have you ever been convicted of a crime? Yes ___ No ___ If yes, describe in full

I, _____, authorize Summit Grove Camp Search Committee to confirm any of the information I have provided, and to obtain employment references and personal history and/or other background information. I also authorize the Search Committee to receive information from any law-enforcement agency, including but not limited to the Pennsylvania State Police, ChildLine, and the FBI, to the extent permitted by state and federal law, pertaining to any violations of state or federal criminal laws.

Signed _____ Date _____

(Signature of applicant)

Signed _____ Date _____

(Signature of Camp Representative)

With the increased use of social networking, we reserve the right to check an applicant’s online profiles as part of the reference check.

Do you have a social networking profile? Yes ___ No ___

Which social networking sites do you use? _____

The information contained in this form is correct to the best of my knowledge. I authorize any references, companies, organizations, or agencies listed to give you any information they may have regarding my character and fitness to work in the position of Summit Grove Camp Executive Director. I release all such references from liability for any damages

that may result from furnishing such an evaluation to you. I understand that any misrepresentation, falsification, or material omission of information in this Employment Application or other application form may result in my failure to receive an offer of work or termination from employment with Summit Grove Camp if I am hired.

I agree to be bound by the policies of Summit Grove Camp during my employment.

SIGNATURE _____ Date _____
