



APPLICATION FOR RETURNING STAFF

PERSONAL INFORMATION

Full Name _____ Preferred Name _____
First Middle Last

Sex: M F If under 18: Birth Date ____/____/____

Permanent Address

 Street Address

 City, State, Zip Code

 Phone E-mail

 Dates when at this address

Temporary Address

 Street Address

 City, State, Zip Code

 Phone E-mail

 Dates when at this address

AVAILABILITY

First date available _____ Last date available _____

List any dates during the above that you will be unable to work _____

Are you offering your services for ____ wages or ____ voluntary service?

POSITION(S) APPLYING FOR

List in order of preference.

1. _____ 2. _____ 3. _____

EDUCATION UPDATE

Name of College _____ Circle current class: Fr. Soph. Jr. Sr. Graduated

Major _____ Anticipated graduation month and year _____

Name of High School _____ Circle current class: Fr. Soph. Jr. Sr. Graduated

EMPLOYMENT UPDATE

List all employers since working here (paid or volunteer).

Position	Employer/Organization	Supervisor	Phone	Dates Worked
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SPIRITUAL LIFE & ADDITIONAL INFORMATION

Please answer the questions below in sufficient detail. **Attach a separate sheet of paper for 1-6 and if necessary for 7-10.**

1. Why are you interested in returning to Kaleidoscope Camp for another summer of service and ministry?
2. In what ways, if any, are you different or more mature than your previous summer at camp?
3. Write about some ways in which you had an impact on the lives of campers while here previously.
4. What are some of the most significant things you learned while working here previously?
5. What have you been doing to grow spiritually in the last several months? What is God doing in your life and teaching you recently?
6. List your three top priorities/goals for your time this coming summer, if hired.
7. Have you acquired any new skills or interests that you could utilize in the camp setting? (Guitar, lifeguard certification etc.)
8. Have you ever been convicted of a felony or misdemeanor, or pleaded no contest in a felony, other than a minor traffic violation? _____ If yes, specify conviction, date, and location of conviction.
9. Do you have any physical/emotional/health conditions that would make it dangerous or difficult to work the long and demanding weekly hours at camp? _____ (If yes, explain)
10. Have you ever been accused or convicted of physically or sexually abusing anyone? _____ (If yes, please explain)
11. Is there anything that would interfere with you ministry at Kaleidoscope Camp such as behavior that is contrary to Christian values, substance use, or inappropriate language? _____ (If yes, please explain)

REFERENCES

Reference Guidelines

1. Do not use peers, immediate family members or current WCRC staff as references.
2. Contact your references before listing.
3. Complete the contact information in full.
4. After filling in the boxed area near the top of the reference form, give appropriate reference forms along with a stamped envelope addressed to WCRC to your references asking that they promptly complete and return it to WCRC.

Pastoral Reference (pastor/elder/church youth leader)

Name

Address

City, State, Zip Code

Phone

Email

Employer Reference (paid position or volunteer)

Name

Address

City, State, Zip Code

Phone

Email

Personal Reference (non-related adult)

Name

Address

City, State, Zip Code

Phone

Email

SIGNATURES

I certify that the information given on this application is true. I also give Williamsburg Christian Retreat Center permission to conduct a criminal history record request and a child abuse/neglect report. I understand that my employment may be contingent upon information contained within these reports.

Applicant's Signature

Date

Parent's Signature (If applicant is under 18 years of age)

Date

12/31/05



Reference

Applicant

Applicant's Printed Name _____

Summer staff position(s) applied for _____

I hereby give (enter reference's name) _____ and Williamsburg Christian Retreat Center permission to exchange information regarding my ability to serve as a summer staff person at WCRC.

Applicant's Signature _____ Date _____

Reference

The above named person is applying for a summer staff position at Williamsburg Christian Retreat Center. We seek applicants who have a growing relationship with Jesus Christ, a willingness to serve others, an ability to work together with others in close community, and a good attitude. Please evaluate the applicant based on your experience and return the evaluation in the business reply envelope provided. **If a business reply envelope was not included along with this reference form, please send the completed form to Program Director at the address on page 2.**

Reference's Printed Name _____

What is your relationship to the applicant? _____

Work Phone (____) _____ - _____ Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____

Reference's Signature _____ Date _____

Please evaluate the applicant in the areas listed below using a scale of 1-5. An average rating (3) is an indicator that, based on your experience, the applicant would perform acceptably in the position(s) applied for. This rating is not a bad rating and is to be affirmed. Other ratings should be used to indicate above or below average performance. Additional questions are on the back.

1=Unsatisfactory 2=Marginal 3=Average 4=Good 5=Excellent

Attitude	Typically exhibits a positive disposition	1	2	3	4	5
Cooperation	Readiness to assist associates, subordinates, and supervisors	1	2	3	4	5
Dependability	Conscious about attendance, timeliness, and can be relied upon to complete tasks	1	2	3	4	5
Flexibility	Responds willingly to changes in procedures, responsibility, and assignments	1	2	3	4	5
Leadership	Demonstrates ability to guide, direct, or supervise	1	2	3	4	5
Teachability	Demonstrates willingness to listen to and learn from others	1	2	3	4	5

How long and in what capacity have you known the applicant?

Please describe your impressions of the applicant's character and commitment to Christian faith.

Are you aware of any reason why this applicant should not work with children or youth? Yes No
If yes, please elaborate.

Describe some of the applicant's strengths.

Describe some areas in which the applicant can grow.

Please list any additional comment or concerns.

Do you recommend the applicant for employment at Williamsburg Christian Retreat Center? (please circle one)

Do Not Recommend Recommend With Reservation Recommend Highly Recommend

If you have questions about this form or need additional information please contact WCRC. If a business reply envelope was not included along with this reference form, please send the completed form to Program Director at the address below.

**Program Director ▪ Williamsburg Christian Retreat Center ▪ 9275 Barnes Road ▪ Toano, VA 23168
Phone (757) 566-2256 ▪ Fax (757) 566-4875 ▪ Email programs@wcrc.info ▪ Web www.wcrc.info**