



# Staff Application

## Personal Information

Full Name \_\_\_\_\_ Preferred Name \_\_\_\_\_  
First Middle Last

Sex: M F If under 18: Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Home Address \_\_\_\_\_ Current Address \_\_\_\_\_  
 \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

Date Current contact information good until \_\_\_\_\_

Parent/Guardian Names \_\_\_\_\_

Church Name \_\_\_\_\_

## Positions Applying For

If applicable for more than one position, indicate order of preference by placing '1' next to your first choice and a '2' next to your second choice.

Head Counselor \_\_\_\_\_ Senior Counselor \_\_\_\_\_ Head Lifeguard \_\_\_\_\_  
 Junior Counselor \_\_\_\_\_ Support Staff \_\_\_\_\_ Lifeguard \_\_\_\_\_  
 Kitchen Assistant \_\_\_\_\_ Office Assistant \_\_\_\_\_ Nurse \_\_\_\_\_

## 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**

## Skills

Place a '1' next to activities that you have experience organizing, leading or teaching; a '2' next to activities you can assist in leading or teaching; and leave blank the activities that you are only slightly or not at all familiar with. Feel free to write in skills not listed.

- |   |  |  |   |  |
|---|--|--|---|--|
| <b>Adventure</b>                          | <b>Arts &amp; Crafts</b>                   | <b>Drama</b>                             | <b>Nature</b>                             | <b>Recreation</b>                        |
| <input type="checkbox"/> Camping          | <input type="checkbox"/> Leather Craft     | <input type="checkbox"/> Mime            | <input type="checkbox"/> Astronomy        | <input type="checkbox"/> Archery         |
| <input type="checkbox"/> Canoeing         | <input type="checkbox"/> Children's Crafts | <input type="checkbox"/> Puppetry        | <input type="checkbox"/> Habitat Studies  | <input type="checkbox"/> Basketball      |
| <input type="checkbox"/> Map & Compass    | <input type="checkbox"/> Nature Crafts     | <input type="checkbox"/> Skits           | <input type="checkbox"/> Plant/ Animal ID | <input type="checkbox"/> Field Hockey    |
| <input type="checkbox"/> Outdoor Cooking  | <input type="checkbox"/> Face Painting     |  |   | <input type="checkbox"/> Four Square     |
| <input type="checkbox"/> Low Ropes        |  |  |   | <input type="checkbox"/> Indoor Games    |
| <input type="checkbox"/> High Ropes       |  |  |   | <input type="checkbox"/> Lg. Group Games |
|   |  |  |   | <input type="checkbox"/> Soccer          |
| <b>Kitchen</b>                            | <b>Office</b>                              | <b>Other</b>                             |   | <input type="checkbox"/> Swimming        |
| <input type="checkbox"/> Cooking/Baking   | <input type="checkbox"/> Typing            | <input type="checkbox"/> Journalism      |   | <input type="checkbox"/> Volleyball      |
| <input type="checkbox"/> Dishwashing      | <input type="checkbox"/> Computer          | <input type="checkbox"/> Photography     |   |  |
| <input type="checkbox"/> Food Preparation | <input type="checkbox"/> Answering Phone   | <input type="checkbox"/> Web Design/Pub. |   |  |

## Certifications/ Trainings

List any **CURRENT** certifications or trainings you have related to camp (i.e., First Aid, CPR, WSI, WFR, lifeguard, ropes course)

\_\_\_\_\_

## Employment/ Volunteer Experience

List all previous work or volunteer service beginning with the most recent.

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

## Education

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

## References

Your application is not complete without references from three adults. The Pastoral Reference should be from your pastor or youth leader, the Employer Reference from a former supervisor (employment, volunteer, or academic), and the Personal Reference should be from another adult of your choice. Do not use relatives for any of these references. Then give the appropriate form to each of your references and ask that they fill it out promptly and return it to WCRC: Attention: Program Director. Thanks!

Pastoral Reference	Employer Reference	Personal Reference
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
_____	_____	_____
Position _____	Position _____	Position _____
Phone (____) _____	Phone (____) _____	Phone (____) _____

## Spiritual Life & Additional Information

Please respond to the following on an additional sheet of paper.

- Describe your personal interests. Include hobbies, musical interests, recreational interests, etc.
- Describe your spiritual life, including how you became a Christian.
- What type of summer camp experience, if any, have you had?  
If you've never experienced summer camp, describe a situation you've been in that has prepared you for the intense living and working conditions of a small group, Christian residential camp?
- Describe the relationship between Counselor/ Camper.
- Describe your experience working with children ages 6-17. Include the children's ages and setting.
- Describe a time you led or were a part of a team that worked well together.
- What were the key ingredients of that group?
- Describe your interest in serving in a Christian camping ministry and the strengths you would bring to this ministry.
- Describe how you might share Christ with campers.
- Working at camp involves community living which can mean little personal space, privacy, or free time, and regularly sacrificing your own desires for others. Describe how you feel about this.

If you answer "yes" to any of the following question, please explain on a separate sheet

- Have you ever been convicted of a felony or misdemeanor, or pleaded no contest in a felony, other than a minor traffic violation? \_\_\_\_\_  
Any explanation should include conviction, date and location of conviction.
- Have you ever been accused or convicted of physically or sexually abusing a child? \_\_\_\_\_
- Working at WCRC as a summer camp staff person is physically and emotionally challenging, requiring good health and much energy. Do you have any physical or emotional conditions that may prohibit you from serving in the capacity? \_

*The information contained in this application is complete and correct to the best of my knowledge. I hereby authorize Williamsburg Christian Retreat Center to contact all prior employers and any references listed in this application in order to verify all information provided and to obtain any and all information related to my character and past work performance. I further release all references and prior employers from any liability for information provided in good faith. I understand that a criminal history background check and a child abuse check are a part of the application process and that by signing below I authorize such investigation.*

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_



# 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**

<b>Attitude</b>	Typically exhibits a positive disposition	1	2	3	4	5
<b>Cooperation</b>	Readiness to assist associates, subordinates, and supervisors	1	2	3	4	5
<b>Dependability</b>	Conscious about attendance, timeliness, and can be relied upon to complete tasks	1	2	3	4	5
<b>Flexibility</b>	Responds willingly to changes in procedures, responsibility, and assignments	1	2	3	4	5
<b>Leadership</b>	Demonstrates ability to guide, direct, or supervise	1	2	3	4	5
<b>Teachability</b>	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](mailto:programs@wcrc.info)    ▪ Web [www.wcrc.info](http://www.wcrc.info)**