



Dear Applicant:

Thank you for taking the time to complete our application. Before you begin, we would like to share how WCRC was started over 20 years ago and how God is currently using WCRC to introduce people to Jesus Christ and provide a place for Christian growth.

In the early 1980's a group of people from the Mennonite churches in the tidewater area came together with the goal of creating a place where young people could go to learn about faith in Jesus Christ, be encouraged to accept Christ as their personal savior, and grow in their relationship with God. Through much prayer, planning, and giving on the part of many people, Williamsburg Christian Retreat Center was born.

Knowing that many church-camps struggle to survive financially in the non-summer months, the founders decided to build facilities that church groups of all ages could utilize year-round. Today we have lodging for over 200 people that is suitable for adults, families and youth, a dining room that can serve up to 100 guests, an RV campground, 300 acres of land, and lots of options for outdoor recreation.

WCRC is a place where thousands of men, women, children and families, from hundreds of churches of various denominations come each year to re-connect with each other and God.

Our Mission:

WCRC provides Christ-centered programs, services, and retreat facilities in a peaceful setting to encourage fellowship, growth and renewal.

Our Core Values:

- Remain faithful to Christ, the Word of God, and the demonstration of His love
- Provide a peaceful setting that encourages a relaxed pace, enjoyment of the outdoors, and worship of God – our Creator, Redeemer and Sustainer
- Present attitudes that are friendly, compassionate, courteous & helpful
- Provide opportunities for adventure, recreation and fun that will build positive memories for all ages
- Maintain clean and attractive grounds and facilities

Now it is your turn. Please take a moment to fill out our application and share with us your story. Through your sincere responses, we hope to determine if WCRC is a place where the gifts and abilities God has given you match our staffing needs.

Sincerely,

Bob Briscoe
Executive Director



9275 Barnes Rd. • Toano, VA 23168

Phone: 757-566-2256 • Fax: 757-566-4875 • Email: wrcr@wrcr.info

Web: www.wrcr.info

Employment Application

Applicant Information (Please Print)

Name: _____ Date: _____
(First) (Middle) (Last)

Address: _____

City/State/Zip: _____ Home Phone: _____

Email Address: _____ Alternate Phone: _____

Are you legally eligible to work in the United States? Yes No

Date of Birth (if under 18) _____ If minor, please list below the name of your Father Mother Guardian

Name: _____ Telephone: _____

Have you ever been an employee of WCRC? Yes No If yes, Dates: _____
Position: _____

How did you hear about WCRC? _____

Criminal History

Have you ever been convicted of a criminal offense? (felony or serious misdemeanor) Yes No
If yes, please state the nature of the crime(s), when and where convicted, and disposition of the case:

(Note: conviction will not necessarily disqualify applicant)

Have you ever been accused or convicted of physically or sexually abusing a child? Yes No

Are there any circumstances involving your lifestyle or background that would call into question your ability to work around children or youth? Yes No

If yes, please explain: _____

Area of Interest

Specific Position Applying For: _____

Wage or salary range preferred: _____

Are you able to perform the essential functions of the job for which you are applying? Yes No

If no, describe the functions that cannot be performed: _____

Please Check your preference: Full Time Employment Part Time Employment

Work History:

Are you currently employed? ___Yes ___No May we contact your current employer? ___Yes ___No

Please list your last three jobs starting with the most recent:

Employer:_____ Dates of employment:_____

Address_____ Phone:_____

Supervisor:_____ Position(s)_____

Reason for leaving:_____

Employer:_____ Dates of employment:_____

Address_____ Phone:_____

Supervisor:_____ Position(s)_____

Reason for leaving:_____

Employer:_____ Dates of employment:_____

Address_____ Phone:_____

Supervisor:_____ Position(s)_____

Reason for leaving:_____

Education History:

	<u>Name and Location</u>	<u>Year Graduated</u>	<u>Area of Study/Degree</u>
High School	_____	_____	_____
College/Univ.	_____	_____	_____
College/Univ.	_____	_____	_____
Other Training/Ed.	_____	_____	_____
Other Training/Ed.	_____	_____	_____

References

Work: Please list the name, address & phone number of 3 work-related supervisors we can contact.

Name _____ Position _____
Company _____ Address _____
City, State, Zip _____ Phone _____

Name _____ Position _____
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City, State, Zip _____ Phone _____

Name _____ Position _____
Company _____ Address _____
City, State, Zip _____ Phone _____

Character: List the name, address & phone number of a non-family character reference.

Name _____ Phone _____
Address _____ City, State, Zip Code _____

Pastoral: List the name of a pastoral reference whom you have known for more than a year.

Name _____ Phone _____
Address _____ City, State, Zip Code _____

In addition, please choose three of the references above to complete a written reference. Complete the top portion of the reference forms provided, then have your references complete the form and send it directly to WCRC.

WCRC is a church affiliated ministry whose mission is to provide a place for Christian fellowship, growth and renewal. As such, we desire to employ staff whose behavior, lifestyle and faith commitments are in alignment with our expressed Christian mission. Our Statement of Faith is below:

- We believe in one holy and loving God who is Father, Son, and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.
- We believe in Jesus Christ, the Word of God become flesh. He is the Savior of the world, who has delivered us from the dominion of sin and reconciled us to God by his death on a cross.
- We believe in the Holy Spirit, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.
- We believe all Scripture (Bible) is inspired by God through the Holy Spirit.
- We believe that God has created human beings in the divine image. We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way to the tempter, and chosen to sin. Through Jesus Christ, God offers salvation from sin and a new way of life. We receive God's salvation when we repent and accept Jesus Christ as Savior and Lord. Believers are baptized into Christ with water as a sign of their cleansing from sin.
- We believe that peace is the will of God. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice and bringing reconciliation. We place our hope in the reign of God and its fulfillment in the day when Christ will come again in glory to judge the living and the dead.

Are you a Christian who affirms the faith statement above? ___Yes ___No ___Need to clarify (write below)

Church you attend: _____ Location _____

Pastor's Name _____ Phone _____

Other Answer the questions below. Use an additional sheet of paper if necessary.

Please list and describe any previous experience you have had that will contribute to your work in the position for which you have applied.

Why do you want to serve at WCRC?

Where do you see your skills best being used here and why?

The mission of WCRC is to provide Christ-centered programs, services and retreat facilities in a peaceful setting to encourage fellowship, growth and renewal. Please explain what that means to you and how you could help our team accomplish our mission.

Availability: Put an “x” in the box(s) to indicate when you generally ARE available to work:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Please Read Carefully, and Sign Below

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal. I hereby authorize Williamsburg Christian Retreat Center to contact all prior employers and any references listed herein and any secondary references to verify all information provided and to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

Signature: _____ Date: _____/_____/_____



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Employment Reference

Applicant: Please complete the top portion of this form, give it to your reference and ask them to mail it directly to WCRC at the address above.

Applicant's Printed Name _____

Position applied for: _____

I hereby give (enter reference's name)_____ and WCRC permission to exchange information regarding my ability to serve as a staff member at WCRC.

Applicant's Signature _____ Date: _____

The above named person has applied for a position on the staff at Williamsburg Christian Retreat Center and has provided your name as a reference. Please take a few minutes to honestly rate the applicant and answer the questions below and return to us promptly. Thank you!

	Unsatisfactory	average			exceptional
Attitude Typically exhibits a positive disposition in all situations	1	2	3	4	5
Cooperation Readiness to assist associates, subordinates and supervisors	1	2	3	4	5
Dependability Conscious about attendance, timeliness and tasks	1	2	3	4	5
Flexibility Responds willingly to changes in responsibility and assignments	1	2	3	4	5
Communication Skills Comfortable speaking with and listening to others	1	2	3	4	5
Honesty/Integrity Genuine, trustworthy, honorable, faithful	1	2	3	4	5
Takes Initiative Sees work that needs to be done and does it	1	2	3	4	5

Other comments regarding any of the above:

List some of the applicant's strengths (use back if needed):

Are you aware of any reason why the applicant should not be hired?

Is there any concern for the applicant to be working with children or youth? Please explain (use back if needed).

Check One:

Do Not Recommend Recommend with Reservation Recommend Highly Recommend

Reference's Printed Name _____ Relationship to applicant _____

Signature _____ Date _____



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