

Horizon Camp & Retreat Center
30811 Horizon Drive
Arkansas City, Kansas 67005
Phone: (620) 442-5533 or (800) 486-4425 Fax: (620) 442-3124
E-Mail: ktjcamping@yahoo.com

Summer Staff Employment Application Form

Date: _____

Applicant Name: _____			
Last	First	Middle	
Current Address: _____			
Street	City	State	Zip
School Name: _____			
E-mail _____		SS# _____ - _____ - _____	
Telephone () _____		Work or Cell Phone: () _____	
Date Available for work: _____		Position: _____	
Are you eligible to work in the United States? ___Yes ___No			
Permanent Address _____			
Telephone _____		E-Mail _____	

Educational Background: Please list all schools attended beginning with high school:

Type of School	Name of School	Location Complete Address	Number of Years Completed	Major & Degree
High School				
College				
Business or Trade School				
Professional School				

Have you ever been convicted of a violation of the law other than a minor traffic violation?
 ___Yes ___No

If yes, please explain:

Work Experience

List the positions you have help starting with your present employment. If more than one position or classification was held with a given organization, list each position as a separate period of employment. Your employment history may be verified by contacting previous employers unless you request otherwise. Volunteer or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. Attach additional sheets if necessary.

1. **Employer:** _____
Address: Street _____
City _____ **State** _____ **Zip Code** _____
Supervisor's Name: _____ **Phone #:** _____
Employment Type: ___ Full Time ___ Part Time **Hrs. Worked Per Week** _____
Date of Employment: From _____ **To:** _____
Description of Duties:
Position Title: _____ **Number of Employees Supervised** _____

2. **Employer:** _____
Address: _____
City _____ **State** _____ **Zip Code** _____
Supervisor's Name: _____ **Phone #:** _____
Employment Type: ___ Full Time ___ Part Time **Hrs. Worked Per Week** _____
Date of Employment: From _____ **To:** _____
Description of Duties:
Position Title: _____ **Number of Employees Supervised** _____

3. **Employer:** _____
Address: _____
City _____ **State** _____ **Zip Code** _____
Supervisor's Name: _____ **Phone #:** _____
Employment Type: ___ Full Time ___ Part Time **Hrs. Worked Per Week** _____
Date of Employment: From _____ **To:** _____
Description of Duties:
Position Title: _____ **Number of Employees Supervised** _____

References: (Give names, addresses of three persons-not relatives- having knowledge of your character and ability.)

Name	Address	Phone Number

Please list any special skills that you have or would like to have pertaining to the counselor position you are applying for:

*Some of the specialty areas that you would be interested in pursuing are Technology Specialist, Crafts, Challenge Course Facilitator and/or Head Facilitator, First Responder, Games Specialist, Canoe Facilitator, Life Guard, Hospitality, and Lil' Explorer Camp Dean,

1.
2.
3.
4.
5.
6.

Please list camp experiences:

Dates	Camp	Director (if known)	Address	Phone	Camper or Staff

By signing your name below:

PLEASE READ CAREFULLY

You certify that all statements made by you on this application are true and complete to the best of your knowledge and that you understand that intentional misrepresentations or omissions may be cause for rejection of your application or subsequent if you are hired.

You understand that Horizon Camp and Retreat Center may require the successful completion of drug and alcohol testing as a condition of employment, and that continued employment may be based on the successful completion of similar tests.

You understand that in connection with the routine processing of your employment application, Horizon may request from a consumer reporting agency an investigative consumer report including information as to your credit records, character, general reputation, personal characteristics, and mode of living. Upon written request, Horizon will provide you with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

You authorize Horizon Camp & Retreat Center to conduct inquiries into your character, reputation, skills and experiences and release those supplying information to Horizon from any liability relation to such information.

Nothing contained in the interview process, this application, or Horizon's employment policies or procedures are intended to create an employment contract between Horizon and you. Should this application result in your employment, you have the right to terminate your employment at any time and for any reason and Horizon retains a similar right.

Signature of applicant: _____ **Date:** _____

IF YOU HAVE A RESUME, PLEASE ATTACH A COPY TO YOUR APPLICATION.

Will you be available for an interview the last week of January or the first week of February?

Horizon Camp and Retreat Center is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age, disability or veteran's status. We assure you that your opportunity for employment with the Organization depends solely on your qualifications.

Thank you for completing this application form and for your interest in serving Christ at Camp Horizon!

DISCLOSURE AGREEMENT

By this document, Horizon Camp & Retreat Center discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment/post-offer background investigation and at any time during your employment if hired. Examples of the reports Horizon Camp & Retreat Center may obtain include, but are not limited to, reports on criminal felony convictions, credit history, motor vehicle history, previous employment, and education.

Horizon Camp and Retreat Center also discloses to you that an investigative consumer report containing information as to your character, general reputation, personal characteristics, and mode of living may be obtained for employment purposes as part of the pre-employment/post-offer background investigation and at any time during your employment if hired. Should an investigative consumer report be requested, you have the right to demand a complete and accurate disclosure of the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. <i>Please sign below to signify that you have received and understand the foregoing disclosure.</i>
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Print Applicant/Employee's Full Name

Applicant/Employee's Signature

Date

Witness Signature

AUTHORITY TO RELEASE INFORMATION FOR BACKGROUND INVESTIGATION
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I HEREBY GIVE Horizon Camp & Retreat Center authorization to obtain consumer reports or investigative consumer reports on me as part of the pre-employment/post-offer background investigation process. If hired, this authorization shall serve as evidence of ongoing authorization for Horizon Camp & Retreat Center to obtain consumer or investigative reports on me at any time during my employment period for purposes of promoting, reassigning, or retraining me as an employer.

Print Applicant/Employee's Full Name

Applicant/Employee's Signature

Date

