



# CAMPUS BY THE SEA CATALINA ISLAND

A place to come away, meet God and be renewed.

## Employment and Volunteer Application

We appreciate your interest and are sincerely interested in your qualifications. This application will give us a clear picture of your interests, background, experience, abilities, and ambitions so we can make an informed decision about whether and how your talents can best be put to use.

Campus by the Sea exists to encourage Christian faith and discipleship by providing campers with opportunities for genuine spiritual renewal, authentic relationships, and unique island experiences.

All staff (paid and volunteer) at CBS have direct contact and interaction with guests. Therefore, it is imperative that ministry is recognized as the first priority in every encounter. We live and work with our Statement of Faith, Mission, Purpose and Values top of mind.

**Position:** I am applying for (check one):

- Ongoing (  full time or  part time)
  Volunteer
- Seasonal (Feb - Nov) Staff
  Seasonal (Summer) Staff

Have you previously worked at CBS or another Christian camp?

- No  Yes, Where? \_\_\_\_\_ When? \_\_\_\_\_

### PERSONAL DATA

Name: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Current Address, if different: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

If you are applying for a position other than Volunteer, can you provide documents verifying employment eligibility for the U.S.?  Yes  No

State your age if you are under 18: \_\_\_\_\_

What dates (start to end) are you available to work? \_\_\_\_\_

### RECORD OF EDUCATION

Note: If you have worked for us in the past, please only list education since you last worked with us.

School	Name and Location	Years Attended	Graduated?	Course of Study
High School		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Yes	
		<input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Yes	
		<input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> No	
Other (specify)		<input type="checkbox"/> 1 <input type="checkbox"/> 2	<input type="checkbox"/> Yes	
		<input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> No	

### RECORD OF EMPLOYMENT

List all present and past employment below, beginning with the most recent.

Note: If you have worked for us in the past, please only list employment since you last worked with us.

1. Employer:		Dates From/To		Work Performed
City, State:				
Job Title				
Supervisor:			Phone:	
Reason for Leaving:				
2. Employer:		Dates From/To		Work Performed
City, State:				
Job Title:				
Supervisor:			Phone:	
Reason for Leaving:				
3. Employer:		Dates From/To		Work Performed
City, State:				
Job Title:				
Supervisor:			Phone:	
Reason for Leaving:				

## RECORD OF EXPERIENCE AND INTEREST

Please mark the appropriate experiences/skills you have actually developed and indicate your experience in each department, using a scale of 1 to 4. (1='limited experience' and 4 ='very experienced'.)

<p><b>BUILDING &amp; GROUNDS</b></p> <p>_____ General Maintenance</p> <p>_____ Painting</p> <p>_____ Operating Shop/Power Tools</p> <p>_____ Custodial/Janitorial</p> <p>_____ Washing Windows</p> <p>_____ Carpentry</p> <p>_____ Roofing</p> <p>_____ Masonry/Cement</p> <p>_____ Cutting/Splitting Wood</p> <p>_____ Engine Mechanics</p> <p>_____ Lawn Maintenance</p> <p><b>GUEST SERVICES/ HOUSEKEEPING</b></p> <p>_____ Laundry</p> <p>_____ General Cleaning</p> <p><b>OFFICE</b></p> <p>_____ Data entry</p> <p>_____ Answering phones</p> <p>_____ Microsoft Office software</p> <p>_____ Website management</p> <p>_____ Brochure design</p> <p>_____ Marketing</p>	<p><b>CHILDREN'S PROGRAM</b></p> <p>_____ Teaching Sunday School</p> <p>_____ Jr. High Leadership</p> <p>_____ Sr. High Leadership</p> <p>_____ Nursery Work</p> <p>_____ Day Care</p> <p>_____ Babysitting</p> <p>_____ Children's Programs</p> <p>_____ Elementary Ed. Major</p> <p>_____ Secondary Ed. Major</p> <p>_____ Special Education</p> <p><b>KITCHEN</b></p> <p>_____ Prep Cook</p> <p>_____ Baking</p> <p>_____ Quantity Cooking</p> <p>_____ Outdoor Cooking</p> <p>_____ Dish Room Supervisor</p> <p>_____ Dining Room Host(ess)</p> <p><b>OUTDOOR/ENVIRONMENT</b></p> <p>_____ Knowledge of wildlife</p> <p>_____ Knowledge of plants</p> <p>_____ Outdoor living skills</p>	<p><b>RECREATION</b></p> <p>_____ Snorkeling</p> <p>_____ Kayaking</p> <p>_____ Power Boats</p> <p>_____ Scuba Diving</p> <p>_____ Outdoor Education</p> <p>_____ Trail Maintenance</p> <p>_____ Volleyball</p> <p>_____ Basketball</p> <p>_____ Hiking</p> <p>_____ Team Building</p> <p><b>GENERAL STORE</b></p> <p>_____ Inventory</p> <p>_____ Retail Sales</p> <p>_____ Cash Register</p> <p>_____ Credit card processing</p> <p>_____ Merchandise Design</p> <p><b>MISCELLANEOUS</b></p> <p>_____ Audio Visual</p> <p>_____ Lead worship</p> <p>_____ Play an Instrument</p> <p>_____ Singing</p>
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Do you hold any Certifications?

- WSI  
  Lifeguard  
  Lifeguard Instructor  
  Coast Guard  
  CPR  
  1st Aid  
  CDL

Other: \_\_\_\_\_

Please rank the department you would prefer to work with (Building & Grounds, Kitchen or Office):

#1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS (Use additional paper if needed)**

1. What experiences, skills, or interests especially qualify you for working at our Camp?

2. How and when did you become a Christian?

3. Please evaluate yourself in the following areas:

	Excellent	Good	Average	Weak
Servanthood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working by yourself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Having fun while I work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working until a job gets done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taking Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Choose from among the following working styles the one which most closely reflects your own, and briefly describe an example from your life of the one you chose:

- I prefer to do my job, but not be responsible for others or the group.
- I prefer to influence others, but I do not seek continuing authority/responsibility for others.
- I prefer to mobilize and coordinate the activities of others to achieve a goal.

5. Which word in each pair do you BEST identify with?

<input type="checkbox"/> Flexible	<input type="checkbox"/> Structured
<input type="checkbox"/> Reserved	<input type="checkbox"/> Talkative
<input type="checkbox"/> Concrete	<input type="checkbox"/> Abstract
<input type="checkbox"/> Calm	<input type="checkbox"/> Lively
<input type="checkbox"/> Logical	<input type="checkbox"/> Emphatic

6. Is there any reason why you would have difficulty performing any of the essential elements of the position for which you are applying?  No  Yes, please explain:

7. Any additional comments?

**REFERENCES** (Please list all that apply.)

If you have worked for us in the past, please list the name of your supervisor under 'Current/Previous Employer'.

Please, do not ask a relative to complete a reference form. We cannot accept references from family members.

**General** (intended for a peer, subordinate, former employer, or teacher who knows you well):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Pastor/Church Leader:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Current/ Previous Employer:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**CONSENT AND RELEASE  
Employees & Volunteers**

IMPORTANT  
PLEASE READ CAREFULLY BEFORE SIGNING

By my signature below, I:

**Consent to:**

Campus by the Sea following up on statements contained in this application and contacting my present employer,\* past employers, listed references and other persons in order to obtain from them information relating to my activities and qualifications. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information.

Any person, school, present employer, past employer, or organization providing Campus by the Sea with relevant information and comments that may be helpful to Campus by the Sea in evaluating this application.

\*If you do NOT want your present employer contacted in the initial stages of application, check here \_\_\_\_.

**Release:**

My present and former employers, references, organizations, and other persons from any legal liability in making responses to Campus by the Sea as a result of this application. I understand this supersedes any agreement I may have made with a current or former employer or reference to the contrary. I further release all individuals and organizations, including records custodians, from all liability for damages that may result to me on account of compliance or attempts to comply with this authorization.

**Understand:**

That Campus by the Sea is an equal-opportunity employer and does not discriminate on the basis of any protected classification (race, gender, national origin, citizenship, age, marital status, disability).

That any offer I may receive for a position with Campus by the Sea (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check. Acceptance, retention or review of a pre-employment background check by Campus by the Sea does not guarantee that I will be offered a job.

**Agree to:**

Furnish the following background information:

(If you live in a state whose law exempts you from answering any of questions 1 through 4 below, you need not answer such question(s).

1. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry or similar organization regarding abuse or misconduct involving children? If so, please provide a description of the circumstances and the name and address of the entity receiving the report.

Yes No

2. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization or camp? If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.

Yes No

3. Have you ever been dismissed from employment by any employer, including a church, Christian camp and/or other charitable or religious organization, following an allegation of sexual misconduct or other immoral or inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer.

Yes No

4. Have you ever been the subject of an investigation or allegation of sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children? If so, please describe the circumstances and provide the name and address of the employer, educational institution, church or other organization where the investigation, review or complaint occurred.

Yes No

If you checked “yes” to any question above, please provide a complete explanation of the circumstances. If you feel there are any extenuating circumstances, such as your age at the time, please so state. In order to provide a full explanation of an affirmative response, you may attach additional pages to this questionnaire. Campus by the Sea will evaluate what you have written and may ask you to provide additional information. If you are given an offer of employment, your employment will be dependent upon completion of a successful background check.

If any of your responses or information provided on this form are untruthful or inaccurate, Campus by the Sea may determine that you are no longer qualified to be associated with the ministry in any capacity.

By signing below, you agree that, if you become an employee or volunteer of Campus by the Sea, and become involved in circumstances that would cause your answers to any of the questions above to change, you will immediately notify, and provide a complete description of the circumstances, to the Executive Director.

To serve with Campus by the Sea it is required that you sign below, indicating your agreement with the Consent and Release. You must also sign the Statement of Agreement, which includes Campus by the Sea’s Statement of Faith, Mission, Purpose and Values. Include the signed copy with your application to your supervisor.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_  
(Electronic Signature – name followed by zip or last four digits of SSN)

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

If you are extended an offer of appointment or employment, you will be required to pass a background check prior to your hire date or appointment date.

## Our Beliefs (Statement of Faith)

I

The only true God, the almighty Creator of all things, existing eternally in three persons: Father, Son, and Holy Spirit.

II

Jesus Christ, fully human and fully divine, who lived as a perfect example, who assumed the judgment due sinners by dying in our place, and who was bodily raised from the dead and ascended as Savior and Lord.

III

The Bible as God's word to all, written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Justification by God's grace to all who repent and put their faith in Jesus Christ alone for salvation.

IV

The indwelling presence and transforming power of the Holy Spirit, who provides all believers with new life, understanding of spiritual truth, and guidance in treating others as we would like to be treated.

V

The value and dignity of all people - created in God's image, embracing diversity, living in love with Him and others.

VI

The unity of all believers in Jesus Christ, manifest in worship and spreading God's word through love, study and action throughout the world.

### Our Beliefs are Manifested by

Living Christ's mission through words and works--to make God known; to proclaim His truth and grace; to make disciples; to exhibit His character through sacrificial living; and to responsibly care for God's creation.

### Mission

Serving campers for God's glory by nurturing followers of Christ to change their world.

### Motto

A place to (come away,) meet God and be renewed.

### Purpose

Campus by the Sea exists to encourage Christian discipleship by providing campers with opportunities for genuine renewal, authentic relationships, and unique island experiences.

### Campus by the Sea is committed to:

- Warm hospitality
- Caring for God's coastal creation
- Christian discipleship
- Service to others
- Worshipping God without distractions

### Core Values

- Service
- Stewardship
- Biblical Living
- Integrity
- Reconciliation
- Humility

I hereby subscribe to the above Statement of Faith, Mission, Purpose and Values of Campus by the Sea.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

(Electronic Signature – name followed by zip or last four digits of SSN)

Date: \_\_\_\_\_