



## Application for Employment

### Filling out the application in Acrobat Reader:

1. Select the hand tool.
2. Start by positioning the pointer inside the first form field, and left-click. The I-beam pointer allows you to type text. If your pointer appears as a pointing finger, you can select a button, a check box, a radio button, or an item from a list.
3. After entering text or making a selection, do one of the following:
  - Press Tab to the next field or Shift+Tab to go to previous field.
  - Press Enter (Windows) or Return (Mac OS) to turn the check box on or off. In a multi-line text form field, pressing Enter or Return creates a paragraph return in the same form field.
4. Once you have filled in the appropriate form fields, do the following:
  - Click the Signature Field and follow the instructions on the screen (see details in next section).
  - Click the Save Form button to save the form with the data you entered.
  - Click the Email Form button to email the form to the appropriate individual.
  - Click the Print Form button to print the form and fax it (the fax number is 909-866-8821).

### To fill out the signature field:

When you digitally sign a document, your signature and the related information will be stored in a signature field embedded on the page(s). By signing, whether you use a "typed" or "graphic" rendering of your signature, you are affirming that the form is a legal and binding document. For more information click the following link:

<http://www.ss.ca.gov/digsig/regulations.htm>.

**IMPORTANT:** Sign the document only after you are sure that all the information is correct and accurate.

1. Click the unsigned signature field or choose Document > Digital Signatures > Sign This Document.
2. If the document isn't certified, you are prompted to sign or certify it. Click Continue Signing button.
3. Click the Add Digital ID button, unless you have previously created a digital signature (in this case select the signature you would like to use), and then click OK.
4. In the Apply Signature to Document dialog box, type your password if prompted, and specify the reason for signing the document.
5. Click Show Options button and do the following:
  - Add contact information for validation purposes.
  - Choose a signature appearance. Standard Text displays a validation icon with the name and other information. If you defined a personalized signature, choose it from the menu. To preview your signature before signing the document, click Preview.
6. To sign and save the document, do one of the following:
  - Choose Sign and Save As (recommended) to sign the document and save it using a different filename. This command lets you make changes to the original PDF document without invalidating the signature.
  - Choose Sign and Save if you already saved the document with a different filename. If you make changes to the saved PDF document, you may invalidate the signature.

# PINE SUMMIT CHRISTIAN CAMPS

## Application for Employment

PLEASE COMPLETE

CURRENT AS OF 4/07

Position(s) applying for \_\_\_\_\_ Date of application \_\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Walk-in  Other \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Social Security Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Main Phone Number \_\_\_\_\_  Home  Cell  Work Best time to call \_\_\_\_\_  AM  PM

If you are under 18, can you furnish a work permit?  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever submitted an application here?  Yes  No

If yes, date(s) & position(s): \_\_\_\_\_

Have you ever been employed here?  Yes  No

If yes, date(s) & position(s): \_\_\_\_\_

Are you legally eligible for employment in this country?  Yes  No If yes, date available for work \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_ Type of employment desired  Full-Time  Part-Time  Seasonal

Will you relocate if this job requires it?  Yes  No

Will you travel if this job requires it?  Yes  No

Can you meet the attendance requirements of this position?  Yes  No

Will you work overtime if required?  Yes  No

If no, please explain \_\_\_\_\_

Have you ever been bonded?  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?  Yes  No If yes, please provide date(s) and details:

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIATION, REHABILITATION, AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number \_\_\_\_\_ Expiration Date \_\_\_\_\_ State \_\_\_\_\_

## Educational Background

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. SCHOOLS ATTENDED	B. YEARS COMPLETED	C. DEGREE OR DIPLOMA	D. GPA OR CLASS RANK	E. MAJOR	F. MINOR

## References

List name and telephone number of three business/work/ministry references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

REFERENCES	TELEPHONE	NUMBER OF YEARS KNOWN

## Additional Information

List professional, trade, business or civic associations and any offices held.

ASSOCIATIONS	OFFICES HELD

List special accomplishments, publications, awards, etcetera:

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Summarize special training, skills, licenses, and certificates that may additionally qualify you for the position for which you are applying:

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List any additional information you would like us to consider:

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# Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent Explain any gaps in employment in comments section below.

EMPLOYER:		TELEPHONE:	DATES EMPLOYED FROM TO		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:
ADDRESS:		HOURLY RATES/SALARY STARTING			
		\$	PER:		
STARTING JOB TITLE:	ENDING JOB TITLE:	HOURLY RATES/SALARY ENDING			
		\$	PER:		

IMMEDIATE SUPERVISOR/TITLE: \_\_\_\_\_ MAY WE CONTACT FOR REFERENCE?  Yes  No  Later

EMPLOYER:		TELEPHONE:	DATES EMPLOYED FROM TO		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:
ADDRESS:		HOURLY RATES/SALARY STARTING			
		\$	PER:		
STARTING JOB TITLE:	ENDING JOB TITLE:	HOURLY RATES/SALARY ENDING			
		\$	PER:		

IMMEDIATE SUPERVISOR/TITLE: \_\_\_\_\_ MAY WE CONTACT FOR REFERENCE?  Yes  No  Later

EMPLOYER:		TELEPHONE:	DATES EMPLOYED FROM TO		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:
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IMMEDIATE SUPERVISOR/TITLE: \_\_\_\_\_ MAY WE CONTACT FOR REFERENCE?  Yes  No  Later

EMPLOYER:		TELEPHONE:	DATES EMPLOYED FROM TO		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:
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STARTING JOB TITLE:	ENDING JOB TITLE:	HOURLY RATES/SALARY ENDING			
		\$	PER:		

IMMEDIATE SUPERVISOR/TITLE: \_\_\_\_\_ MAY WE CONTACT FOR REFERENCE?  Yes  No  Later

## Comments (PLEASE INCLUDE ADDITIONAL INFORMATION AND EXPLANATION OF ANY GAPS IN EMPLOYMENT):

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## My Personal Perspectives

1. What do you understand to be the purpose of Pine Summit?
2. What is your purpose for applying for this job?
3. What are the most important qualities for a camp staff member to have and why?
4. Please describe how and when you came to know Jesus Christ as your Savior?
5. What role ought the church have in a believer's life?
6. What role does the church play in your life?
7. Please share your view on the authority of Scriptures.
8. Describe your present devotional practices.
9. How would your parents describe your relationship with them?
10. What qualities do you have that would make you a good staff member?
11. What qualities would your friends say you have?
12. How would you explain the way of salvation to someone?

# Statement of Faith, Christian Lifestyle Statement, and Terms for Employment

## THE CONSERVATIVE BAPTIST ASSOCIATION OF SOUTHERN CALIFORNIA AND PINE SUMMIT STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the death of our Lord Jesus Christ, in His virgin birth, in His atoning blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that we are saved by God's grace through the work of His Son Jesus Christ.
5. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man.
6. We believe in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

## CHRISTIAN LIFESTYLE STATEMENT

As a Christian community, CB Southern California and Pine Summit Christian Camp place great importance upon those values and relationships that enrich the total process in creating a positive Christian spirit. To this end our community is committed to:

- The pursuit of truth
- The process of spiritual formation
- Mature relationship
- Responsible stewardship of our own possessions and all of life's resources

To help maintain this spirit within our community, all members of CB Southern California and Pine Summit family have chosen the following lifestyle statement as the common focus for our Christian behavior and distinguishing moral character.

The members of the CB Southern California and Pine Summit staff community desire to be a fellowship of persons fully committed to Jesus Christ as their Lord and obedient to the Scriptures as their rule of life. This expresses itself in a regular experience of forgiveness and renewal, continuous surrender to the Holy Spirit, growing awareness and reflection of Christ in daily life and dedication to the concerns that motivated His life on earth.

As undersigned, I agree and will commit myself to follow the above Statement of Faith and described lifestyle while an employee of CB Southern California and Pine Summit Christian Camps.

## TERMS FOR EMPLOYMENT

I hereby certify the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, any falsified statement on this application will result in termination of my employment. If employed, I agree to comply with the rules and regulations of CB Southern California and Pine Summit. I understand that my employment and compensation can be terminated without cause or notice, for any reason, at any time, at the option of the company or myself. No implied oral or written agreement contrary to the express language are valid unless they are in writing, signed by the director of the ministry.

I understand if offered employment at CB Southern California and Pine Summit my employment will be contingent upon satisfactory results obtained from a background check. I understand this background investigation may include, but is not limited to: work history; criminal conviction records, including pending trials, as permitted by law; driving history, including driving violations; references obtained from professional and personal associates; and consumer credit report. I understand that a pre-placement physical exam may be required depending on the position.

I authorize CB Southern California and Pine Summit to make any investigation of my prior education and employment history. I authorize the persons named as references and employers to furnish any information they may have about me.

I understand CB Southern California and Pine Summit are committed to maintaining a drug/alcohol-free work environment. If I am considered for a position, I may be asked to participate in a drug/alcohol screening program and I understand that my employment will be contingent upon notification of a negative result. I also understand that my continued employment may be contingent upon the passing of subsequent drug/alcohol screening tests.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that Federal Immigration laws require me to complete an I-9 Form in this regard.

I acknowledge that I have read the above statements, fully understand and agree to all terms of the foregoing applicant statement.

Print Name

Date

Signature