



**Sugar Creek Bible Camp**  
Executive Director Employment Application  
*Instructions and Information*

1. If you desire to be a candidate, please complete the application form and required materials, and send an electronic copy to: [michael.douglass@centurylink.net](mailto:michael.douglass@centurylink.net). Also, please send a hard copy to: 149 N. Michigan St., Prairie du Chien, WI 53821
2. Applications are to be posted (and postmarked) by: March 1, 2019.
3. Upon receipt, your application will be forwarded to the members of the Executive Director Search Committee (EDSC.) The Chairman will acknowledge receipt of all applications.
4. All communication regarding interviews and/or additional information needed to fully evaluate your application will come from the EDSC.
5. An initial interview for semi-final candidates will be scheduled with the EDSC via video conference. If the pool of semi-final candidates is large, more than one video conference may be scheduled.
6. If you are selected as a finalist for the Executive Director position, you (and your spouse) will be invited to come to a final, on-site interview at Sugar Creek Bible Camp.
7. If your application is not advanced to the interview stage, you will be so notified by the EDSC.
8. The EDSC will recommend a final candidate to the Sugar Creek Bible Camp Board of Directors who will then act on the recommendation. If accepted, the Board Executive Committee will propose a compensation package to the candidate and issue a formal offer of employment. If the selected candidate is ordained, a letter of call from the La Crosse Area Synod will be included in the offer of employment.
9. We offer a competitive compensation package based on qualifications and experience within a range determined by the Board of Directors. Compensation will include base salary, benefits, and use of a camp-owned vehicle. Camp-owned housing may also be available.
10. The Executive Director reports to the Sugar Creek Bible Camp Board of Directors.



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**PERSONAL INFORMATION**

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ U.S. Citizen: **Yes** **No**

Religious Affiliation: \_\_\_\_\_ Name of Congregation and Address:

\_\_\_\_\_

Have you ever been convicted of a crime? **Yes** **No** if yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**Education History:** High School to Present  
**Name and Location** **Major** **Degree** **Graduation Year**

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**References:** *Please provide the name, address, phone number, e-mail address, and relationship of 2 Personal References and 2 Professional References:*

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**Faith Statement:** *On a separate page(s), share your faith journey and how that will guide your ministry at Sugar Creek Bible Camp. Please attach the page(s) to the back of this application.*

**Other Relevant Information:** *Please provide any additional information which you believe is valuable in reviewing your application and why you believe you are a good fit for the position.*

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**Important Application Information:** *Please read carefully and respond as appropriate. Be sure that all information is complete and accurate to the best of your knowledge.*

I understand that misrepresentation of facts in this application will disqualify me from further consideration:  
**Yes    No**

Sugar Creek Bible Camp has my permission to investigate, at its discretion, my past employment history, and other information provided in this application, and may contact my personal and professional references.  
I grant this permission:    **Yes    No**

Any position offered to me is contingent upon the satisfactory completion of a Criminal Background Check.  
I agree to this check and will provide my Social Security number when needed:    **Yes    No**

I understand that the information disclosed in this application may be shared with the EDSC, the Sugar Creek Board of Directors, and those working on behalf of the Board of Directors for this position:    **Yes    No**

I understand that nothing contained in this form, my response, or in the granting of an interview is intended to create a contract between Sugar Creek Bible Camp and me, either for employment, or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Sugar Creek Bible Camp unless made in writing and signed by the President of the Sugar Creek Board of Directors, as approved by the Board of Directors:    **Yes    No**

**Applicant Signature and Date:** I hereby agree to the statements and conditions listed above.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_