***Employment Application For***

***PROGRAM INTERN, Sugar Creek Bible Camp (SCBC)***

**1. Personal Information**

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

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

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

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ U.S. Citizen: Yes\_\_\_\_ No \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congregational Membership Name / Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please attach an explanation on a separate piece of paper.

**2. Education History** --- High School to Present, including Certificates

Name & Location Major Degree Graduation Year

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**3. Personal Faith Journey and Statement of Faith**

Please use the space below (or attach no more than 2 pages) to share your personal faith journey and statement of faith as you prayerfully consider the position of Retreat Director of Sugar Creek Bible Camp. Again, please limit your response to 2 pages.

**4. Qualifications for being Sugar Creek’s Program Intern**

Please use the space below (or attach no more than 2 pages) to share your qualifications and experiences for being the Program Intern of Sugar Creek Bible Camp per our detail job description. Please limit your response to 2 pages and your most significant qualifications.

**5. Employment History** -- Please cover at least the last 10 years of employment. Begin with your current or most recent employment. Use as many pages as necessary to cover your employment history.

**Employer # 1**

Employer / Address/ Phone # Period of Employment

Ending Position Starting Position

Description Duties & Responsibilities:

Final Salary / Compensation Package (include benefits, pension,)

Supervisor Name / Phone Number

**Employer #2:**

Employer / Address/Phone # Dates of Employment

Ending Position

Starting Position

Description Duties & Responsibilities

Final Salary / Compensation Package (include benefits, pension,)

Supervisor Name / Phone Numberor

**6. References** -- please provide the name, address, phone number, email address & relationship of 2 Personal References, 2 Professional References and a Reference from a Pastor as available.

**6.1 Personal References**

**Name Address Phone Email Relationship**

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**6.2 Professional References**

**Name Address Phone Email Relationship**

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**6.2 Pastoral Reference**

**Name Address Phone Email Relationship**

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**7. Other Relevant Information** – provide any other information which you believe is valuable in reviewing your application. You may use an additional sheet as required.

**8. Important Items**: *Read Carefully and Respond as Appropriate*

Be sure that all information is complete and accurate to the best of your knowledge. Misrepresentation of facts in this application will disqualify me from further consideration. I understand and agree to this provision: YES \_\_\_\_\_ NO \_\_\_\_\_\_

Sugar Creek Bible Camp has my permission to investigate, at its discretion, my past employment history, and other information provide in this application, and may contact my personal and profession references. I grant this permission: YES \_\_\_\_\_ NO \_\_\_\_\_\_

Any position offered to me is contingent upon the satisfactory completion of a ‘background check’. I understand: YES\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_

I understand that the information disclosed in the application may be shared with the Search Committee, the 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 Executive Director of Sugar Creek Bible Camp. I understand: YES \_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Applicant Signature & Date**

**I hereby agree to the statements and conditions listed in section 8.0**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature Date**

**Instructions & Information**

**1. If you desire to be a candidate, please complete the application form and send an electronic copy to don@sgrcreek.org or send a hard copy to Don Shunkwiler, Executive Director, Sugar Creek Bible Camp, 13141 Sugar Creek Bible Camp Road, Ferryville, WI 54628.**

**2. Applications are due August 15, 2017. Ideally, candidate will start September 6, 2017.**

**3. Upon receipt of your application, an acknowledgement of application received will be sent.**

**4. All communication will come from the Executive Director relative to interview(s) and additional information requests, if any.**

**5. The Executive Director will do an initial interview via teleconference or by skype; more than one conference could be scheduled.**

**6. If you are selected as a finalist for the Retreat Director position, you will be invited to come to SCBC for a final set of interviews. Your expenses will be paid by SCBC.**

**7. If the Executive Director determines that you are not a finalist, the appropriate correspondence will be sent to you.**

**8. The Executive Director will make the final decision. Once the decision is made, a compensation package with the selected candidate will be discussed and the appropriate letter of “offer” will be issued.**

**9. The compensation package will be based on qualifications & experience. The compensation package will include benefits including housing and board.**

**10. Position reports to the Program Director and Retreat Director.**