

Beaver Cross Ministries



After School Youth Program At *Christ The King Center*

Employment Application

Personal Information

Name _____ Date of Birth _____

Address _____ Home Phone _____

Email _____ Cell Phone _____

Home Church _____ Church Address _____

Priest/Pastor _____ Phone _____ Denomination _____

If under age 18, Parent/Guardian _____ Phone _____

Are there days you cannot work? _____

Education *(start with most recent)*

Dates	School, College, or University	Major/Studies	Diploma/Degree Earned	GPA

Employment Record *(start with most recent)*

Dates (from-to)	Employer/Supervisor	Phone	Nature of Work

Personal Statements

Use a separate sheet of paper for your answers if needed.

1. Why do you want to work at our after school program?

2. What is your experience working with children?

3. Do you have any certifications or specialized training?

4. Do you have any physical limitations, emotional conditions or chronic illnesses, which might impair your ability to perform the essential functions of the position you are applying for? If so, please explain.

References

New Staff Applicants must provide two references, one from a previous employer and one personal reference not related to you, using the Reference Form provided in this application package. List below each person you are asking to provide a reference on your behalf.

Name of Reference	Phone	Email

Applicant's Affirmation

I declare that I have examined this application and accompanying statements and they are true, correct and complete. I understand that any false statements, misrepresentations or omissions made on this form or during interviews are grounds for terminating the application process, or if discovered after employment, grounds for terminating your employment.

I authorize Beaver Cross to verify any of this information. I authorize all former employers, persons and schools to release any information concerning my background, except as noted by you in this application, and hereby release all said employers, persons and schools from any liability for any damages whatsoever for issuing this information.

I understand that if I am offered a position, Beaver Cross may initiate a background check through an agency of its choosing to include previous employers, criminal, motor vehicle and financial investigation. I also understand that any position offered to me will be on condition that my employment is "at will", and that my employment may be terminated at any time with or without cause.

Signature _____ Date _____

Hand In or Mail completed application to
Beaver Cross Camps
Daniel Hyde
575 Burton Road
Greenwich, NY 12834
518-692-9550 www.CtKcenter.org

575 Burton Road, Greenwich NY 12834
Phone 518-692-9550 dhyde@ctkcenter.org

Applicant's Name _____ Desired Position _____

The above person has applied to serve on the Christ the King After School Staff. Regardless of their position, their role will require commitment, maturity, and flexibility.

The Applicant has agreed to release any person/company/agency from any liability for any damages whatsoever for information recorded on this reference form or discussed, and waived his or her right to see this evaluation.

1. How long have you known the Applicant and in what capacity?

2. What was the nature of the Applicant's job? Please list duties and responsibilities...

3. How would you describe the Applicant's performance?

4. What are 3 positive characteristics of the Applicant?

1. _____

2. _____

3. _____

5. What are 3 tendencies that might reduce the effectiveness of the Applicant?

1. _____

2. _____

3. _____

6. Would you want your child under the direct supervision, care or influence of this person?

7. Are you recommending the Applicant more for what he/she can contribute to our ministry or more what we can do for him/her? Please explain.

8. What is your overall evaluation of the Applicant for the position to which he/she has applied?

Highly recommend Recommend Recommend with minor reservations Do not recommend

10. Please fill out this chart to the best of your knowledge.

	Excellent	Above Average	Average	Below Average	Not Sure	Circle the words below you believe applicable
Judgment						Mature, adequate, inconsistent
Dependability						Consistent, erratic, poor
Leadership Potential						Natural, latent, follower
Cooperation						Consistent, erratic, poor, obstructive
Personality						Extrovert, well-balanced, introvert, self-confidant
Personal Presentation						Well-groomed, neat, casual, sloppy
Emotional Stability						Stable, self-controlled, easily disturbed, unstable

Additional Comments

Check if you prefer a phone call from us to discuss any of the above.

Printed Name _____

Signature _____ Date _____

Position/Organization _____ Phone _____