

INTERVARSITY

INTERVARSITY CHRISTIAN FELLOWSHIP/USA

InterVarsity Retreat and Training Center Employment and Volunteer Application



A place to meet God and be renewed

We are a ministry of InterVarsity Christian Fellowship/USA. In response to God's love, grace and truth; the purpose of InterVarsity Christian Fellowship/USA is to establish and advance at college and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

Please download fillable application, complete your information, save to your hard drive and e-mail as an attachment to the camp of desired employment.

Camp: I am applying for a position at:

Campus by the Sea, Catalina Island, CA – cbsoffice@intervarsity.org

Cedar Campus, Cedarville, MI – cedarcampus@intervarsity.org

Toah Nipi, Rindge, NH – toahnipi.office@intervarsity.org

Position: I am applying for (check one):

Ongoing (full time or part time)

Crew (temporary/short term)

Internship

Volunteer

Have you previously worked/volunteered for InterVarsity or one of our Retreat and Training Centers? Yes No

If yes, where? _____ Date _____

Personal Data

Name _____

Permanent Address _____

City _____ State _____ Zip _____

Current Address, if different _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail _____

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

Are you under 18 years of age? Yes No

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

Record of Education

Note: If you have worked at an InterVarsity Retreat and Training Center in the past, please only list education since your last period of employment with us.

School	Name and Location	Number of Years Attended	Graduated?	Course of Study
High School			YES	
			NO	
College			YES	
			NO	
Other (specify)			YES	
			NO	

RECORD OF EMPLOYMENT

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

Note: If you have worked for an InterVarsity Retreat and Training Center in the past, please only list employment since your last period of employment with us.

1. Employer	Dates From/To		Work Performed
Address			
Job Title	Salary Starting/Final		
Supervisor			Phone
Reason for Leaving			
2. Employer	Dates From/To		Work Performed
Address			
Job Title	Salary Starting/Final		
Supervisor			Phone
Reason for Leaving			
3. Employer	Dates From/To		Work Performed
Address			
Job Title	Salary Starting/Final		
Supervisor			Phone
Reason for Leaving			

Record of Experience and Interest Please indicate your experience in each of the areas listed below. Use a scale of 0 to 5 to indicate your proficiency level (0 = no experience, and 5 = very experienced).

BUILDING & GROUNDS

- General Maintenance
- Painting
- Operating Shop/Power Tools
- Custodial/Janitorial
- Washing Windows
- Carpentry
- Roofing
- Masonry/Cement
- Cutting/Splitting Wood
- Engine Mechanics
- Lawn Maintenance

CHILDREN'S PROGRAM

- Teaching Sunday School
- Jr. High Youth
- Sr. High Youth
- Nursery Work
- Day Care
- Babysitting
- Children's Programs
- Elementary Ed. Major
- Secondary Ed. Major
- Special Education

RECREATION

- Snorkeling
- Sailing
- Kayaking
- Power Boats
- Paddle Boats
- Outdoor Education
- Trail Maintenance
- Volleyball
- Basketball
- Bicycling
- Hiking
- Scuba Diving

OFFICE

- Typing/Data Entry
- Answering phones
- Microsoft Office software
- Website management
- Brochure design
- Marketing

KITCHEN

- Prep Cook
- Baking
- Quantity Cooking
- Outdoor Cooking
- Dish Room Supervisor
- Dining Room Host(ess)

CAMP STORE

- Inventory
- Retail Sales
- Cash Register
- Credit card processing

GUEST SERVICES/HOUSEKEEPING

- Laundry
- General Cleaning
- Supervising Others

OUTDOOR/ENVIRONMENT

- Knowledge of flowers/fauna
- Knowledge of wildlife

MISCELLANEOUS

- Audio Visual
- Lead worship
- Play an Instrument

Do you hold any current certifications? (check all that apply)

WSI Life Guard Life Guard Instructor Coast Guard CPR 1st Aid CDL
 Other _____

Based on the departments listed above (e.g. Building & Grounds, Kitchen, Office, etc.), please list your first three choices of assignment in order of preference. Placement in preferred departments is not guaranteed, but your preference is considered in the decision making process.

#1 _____ #2 _____ #3 _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Briefly describe your Christian experience.

2. Please evaluate yourself in the following areas:

Servant-hood	Excellent	Good	Average	Weak
Flexibility	Excellent	Good	Average	Weak
Working by yourself	Excellent	Good	Average	Weak
Working with others	Excellent	Good	Average	Weak
Self-starter	Excellent	Good	Average	Weak
Having fun while I work	Excellent	Good	Average	Weak
Working until a job gets done	Excellent	Good	Average	Weak

3. Please choose from among the following leadership 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.

4. Can you perform the essential functions of the position for which you are applying? Yes No
If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask camp personnel before you answer this question)

References

If you have worked for InterVarsity (including a Retreat and Training Center) in the past, please list the name of your supervisor under *Current/Previous Employer* below. Please do not list a relative as a reference as we cannot accept references from family members.

Pastor/InterVarsity Staff _____

Phone _____ Email address _____

Current/ Previous Employer _____

Phone _____ Email address _____

CONSENT AND RELEASE
Employees & Volunteers
IMPORTANT
PLEASE READ CAREFULLY BEFORE SIGNING

By my signature below, I:

Consent to: InterVarsity 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 InterVarsity with relevant information and comments that may be helpful to InterVarsity 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 InterVarsity 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 InterVarsity Christian Fellowship 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 the offer I have received for a position with InterVarsity (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check.

Agree to: Furnish the following background information:

(If you live in a state whose law exempts you from answering any of questions 1 through 6 below, you need not answer such question(s). For example, in certain states, such as Colorado, Illinois, Ohio, Oklahoma or Rhode Island, if you are the subject of a conviction or an arrest contained in a sealed or expunged record, you may respond "no" to question 1 as to such a conviction or arrest. Also, as a further example, if you lived in a state which exempts you from providing arrest information, such as Michigan, Illinois, New York, Rhode Island, Washington or Wisconsin, do not answer question 2.)

Yes No 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement or explanation including the nature of the offense, date, court where conviction was entered and any other relevant information.

Yes No 2. Have you ever been charged with a sexual offense, crime of violence or offense relating to children? If you have been charged with such an offense, please attach a statement or explanation, including name of the offense charged, date, law enforcement agency making the charge and any other relevant information.

Yes No 3. 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 4. Have you ever been subjected to expulsion, reprimand or other discipline by a church, denomination or other religious organization, including InterVarsity? If so, please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.

Yes No 5. Have you ever been dismissed from employment by any employer, including InterVarsity and/or other charitable and religious organizations, 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 6. 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.

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. InterVarsity will evaluate what you have written and may ask you to provide additional information. In addition, InterVarsity may determine that it needs to conduct an investigation and may require your assistance with this. This investigation may include a background screening including, but not limited to, the following: National Criminal Database, Social Security Search, National Sex Offenders Registry, and Motor Vehicle Records. While checking "yes" to any of the questions above will not result in automatic disqualification or termination from InterVarsity, InterVarsity may determine that an affirmative response would make an individual unfit for service or association with InterVarsity's ministry. In all cases, InterVarsity reserves the right to determine, at its discretion, what action should be taken.

If any of your responses or information provided on this form are untruthful or inaccurate, InterVarsity 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 InterVarsity, and become involved in criminal proceedings or other 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 Director of Human Resources of InterVarsity.

To serve with InterVarsity 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 InterVarsity's Purpose and Doctrinal Basis.

Print Name _____ Signature _____
electronic signature is your typed name and zip code

Address _____

Phone _____ E-mail _____ Date _____

INTERVARSITY CHRISTIAN FELLOWSHIP/USA®

Statement of Agreement

PURPOSE STATEMENT

In response to God's love, grace and truth; the purpose of InterVarsity Christian Fellowship/USA is to establish and advance at college and universities witnessing communities of students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture and God's purposes in the world.

DOCTRINAL BASIS

We believe in:

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

The unique divine inspiration,
entire trustworthiness
and authority of the Bible.

The value and dignity of all people:
created in God's image to live in love and holiness,
but alienated from God and each other because of our sin and guilt,
and justly subject to God's wrath.

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.

Justification by God's grace to all who repent
and put their faith in Jesus Christ alone for salvation.

The indwelling presence and transforming power of the Holy Spirit,
who gives to all believers a new life and a new calling to obedient service.

The unity of all believers in Jesus Christ,
manifest in worshipping and witnessing churches
making disciples throughout the world.

The victorious reign and future personal return of Jesus Christ,
who will judge all people with justice and mercy,
giving over the unrepentant to eternal condemnation
but receiving the redeemed into eternal life.

To God be glory forever.

I hereby subscribe to the above Doctrinal Basis and Purpose of InterVarsity Christian Fellowship/USA.

Print Name _____ Signature _____

electronic signature is your typed name and zip code

Date _____

INTERNATIONAL FELLOWSHIP OF EVANGELICAL STUDENTS®

InterVarsity Christian Fellowship/USA is a member movement of the International Fellowship of Evangelical Students (IFES), and thereby subscribes wholeheartedly to the statement listed below. It is a further elaboration of InterVarsity's commitment to evangelical theology and evangelical student movements around the world.

IFES DOCTRINAL BASIS

The Doctrinal Basis of the IFES affirms the fundamental truth of Christianity including:

The unity of the Father, Son and Holy Spirit in the Godhead.

The sovereignty of God in creation, revelation, redemption and final judgment.

The divine inspiration and entire trustworthiness of Holy Scripture as originally given, and its supreme authority in all matters of faith and conduct.

The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.

Redemption from the guilt, penalty, dominion and pollution of sin, solely through the sacrificial death (as our Representative and Substitute) of the Lord Jesus Christ, the incarnate Son of God.

The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.

The presence and power of the Holy Spirit in the work of regeneration.

The justification of the sinner by the grace of God through faith alone.

The indwelling and work of the Holy Spirit in the believer.

The one Holy Universal Church which is the Body of Christ and to which all true believers belong.

The expectation of the personal return of the Lord Jesus Christ.