



601 Route 530
Whiting, NJ 08759
732-350-1187
www.americaskeswick.org

Dear Applicant,

Thank you for your interest in joining the Summer Staff of America's Keswick! Summer staffers have the unique opportunity to be a part of a dynamic ministry that changes lives. It is our desire to hire individuals who are committed to Christ and are passionate about their relationship with Him. As a summer staffer, you will have powerful experiences, be a part of some awesome fellowship, and be challenged to grow spiritually.

Enclosed you will find the following forms:

- Summer staff application
- Three reference forms
- Summer staff positions/job descriptions sheet

Please take the time to read through this packet. Once completed, please return your application to:

America's Keswick
Summer Staff Coordinator
601 Rt 530
Whiting, NJ 08759

A note on the references: References should be adults who know you well enough to assess your strengths and weaknesses. Please give one to your pastor or youth pastor/youth leader and give the other two to other family friends (adults). Your references do not need to be sent in at the same time as your application (ie., don't wait to send in your application if you are waiting for someone to return a reference form). Provide addressed/stamped envelopes along with the reference forms to make it easier for your references to return them promptly.

We are excited at the possibility of serving along side of you this summer! If you have any questions, please call (732) 350-1187 or email alang@americaskeswick.org.

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17

Summer Staff Positions

All staff must complete a summer staff application packet, and be a minimum of 15 years of age, unless otherwise noted. All staff are expected to have a cheerful disposition, a heart for service and a flexible attitude. Being a team player is also vital to the growth and development of the summer staff.

Dining Room: Dining room staff work and serve our conference guests during meal times (buffet, family style, and individual plated meals). Duties include setting up prior to meals, serving during the meal, and cleaning up/resetting after the meals. Staff may also be asked to assist with additional preparations for specialty meals (barbecues, etc), or may be assigned to "special projects" by the dining room manager. Most dining room staff work 3 meals a day, 6 days a week, but may work 1-2 meals a day in combination with other areas of service (lifeguarding, snack shop, etc). Schedules will be assigned on a weekly basis.

Children's Ministry: Children's ministry workers should be at least 16 years of age, and should have a love for children and a desire to see them know and love God. The Children's Ministry department serves our guests by providing a VBS-style program throughout the week that runs mornings and evenings during the adult conference meetings. Responsibilities include building props/theme decorations for the classrooms, participating in worship times with the children, assisting with crafts, games, Bible lessons and other activities under the supervision of the Children's Ministry Director. ****Additional application and reference forms are necessary and will be mailed out upon our receipt of your completed application***

Teen Ministry: The teen ministry team must be at least 18, and should have the desire to see teens (11-17) come to a deeper knowledge of God. The teen ministry team is responsible for planning and organizing the teen meetings, which run mornings and evenings during our adult conference meetings. Specific duties include teaching lessons, leading worship, planning games and planning events for the afternoons and evenings. ****Additional application and reference forms are necessary and will be mailed out upon our receipt of your completed application***

Lifeguards: Lifeguards are responsible for keeping our guests safe at the lakefront and the indoor pool. Specific duties include general pool maintenance, operation, and cleaning, participating in in-service training when scheduled, working in the snack shop or dining room as needed, and providing emergency care when needed. Applicants must be able to attend our training, or provide a valid certification in lifeguarding, CPR for the Professional Rescuer, and waterfront lifeguarding. ***Contracts are contingent upon the completion of the lifeguarding course.*** Preference is given to those aged 16 or older.

AV Assistant: The AV assistant is responsible for helping with the conference sound and video. This includes setting up equipment in meeting rooms, as well as being present at the morning and evening conference meetings to help with running video and sound. Although training is provided, any technical background is a plus. Applicant should be familiar with Apple computers.

Discipleship Team (3 males, 3 females): The D-Team is not a separate department.

Rather, college-aged students in the above listed departments serve as our Discipleship Team (D-Team). D-Team members are responsible for the spiritual growth and development of the high school aged summer staff. Each D-Team member will be assigned to lead a small discipleship group of gender-specific staff (groups are usually between 4 and 6), and are expected to prepare devotionals and activities for his/her d-group. D-Team members should be at least 18, preferably with at least 1 year of college. Individuals must be spiritually mature, teachable, and a team player. ****Additional application and forms are necessary and will be mailed out upon receiving your completed application.***

LEADERSHIP POSITIONS

Members of the leadership team should have good leadership skills, and should be at least 21 years old. Younger applications ***may*** be considered on a case-by-case basis. The function of the Leadership Team is to work under the direction of the Summer Staff Coordinator to supervise and manage the daily living of the summer staff. Applicants should be flexible, open-minded, able to work effectively as part of a team, and have a heart to see young people grow.

Head Lifeguard: The Head lifeguard should have a current lifeguarding certification. Preferably, the head lifeguard should have at least 1 year of experience as a lifeguard and have a Lifeguard Management, WSI, or Pool Operator certification. Responsibilities include lifeguarding, making the weekly lifeguarding schedule, general supervision of the lifeguards, scheduling weekly in-service training, and general pool maintenance, operation, and cleaning.

Snack Shop Supervisor: Duties include preparing/serving ice cream, milkshakes, fries, grilled items, taking inventory for the Food Service Director, overseeing the snack shop crew during the shifts, setting up prior to opening and cleaning up for closing (dishes, tables/chairs, etc). The snack shop supervisor may also create specialty items to sell on certain days (ie, breakfast sandwiches, banana split, cheesesteak night, etc). *****Most summer staff will be asked to serve in the snack shop at some point during the summer*****

Dorm Supervisors (1 male, 1 female): Individuals should be self-motivated with high initiative. Good mental and physical stamina is a must. The dorm supervisors are responsible for the overall growth of the summer staff (spiritual, and otherwise). Specific duties include overall supervision of the summer staff in the dorm, performing weekly room checks, curfew/lights out checks, enforcing the rules of the Summer Staff manual, overseeing the cleanliness of the lounge/halls/bathrooms, leading group devotions, planning and participating in activities/outings, and performing other duties as assigned by the Summer Staff Coordinators. In addition, the Dorm Supervisors may be responsible for the growth of the Discipleship Team, including checking lesson plans, leading their devotions, and meeting individually with them. A separate Dorm Supervisors Manual is available.



601 Route 530
Whiting, NJ 08759
Phone 732-350-1187 ext. 1021
Fax 732-849-2926

Please Attach
A Recent
Photo
for
Identification
Purposes Only

Summer Staff Application

(Please print or type)

Name _____ Date _____
Last First Middle initial

Date of Birth: _____
Month Day Year

Permanent Address:

Phone # Day (_____) _____

Evening (_____) _____

Address at College:

School name: _____

At this address until (date) _____

Phone # (_____) _____

Cell phone: _____ Facebook _____

Email: _____ Twitter/other _____

Social Security # _____ / _____ / _____ Driver's license _____

Are you 14 years of age, or will you be 14 years of age by June 25, 2018? ☐ Yes ☐ No

Are you legally eligible for employment in the US? ☐ Yes ☐ No

Training begins around the last full week in June (specific dates TBA), and our summer conference season runs through Labor Day. Hiring preference will be given to those who can stay through Labor Day. Please fill in the date you will be available to begin work, and the earliest date you would need to depart for school or other responsibilities:

What date can you begin _____

What date would you **need** to depart _____ Reason _____

****Please attach a separate sheet of paper with any dates you would need off during the summer as well as explanations (ie, family vacation, missions trip, etc). Be aware that the need for extensive time off may affect hiring/placement decisions. No time off between July 8-August 10 will be granted.**

Position Applying for (see attached job descriptions):1st Choice: _____2nd Choice: _____

Are you interested in serving on our Discipleship Team (must be 18)? _____

Can we contact you to work in a spot other than your first and second choice should they be unavailable? _____

Church Information

Home Church _____

Member (yes/no) _____

Church Street Address including City, State, & Zip _____

Pastor's Name _____

Phone # _____

Services you attend regularly: Sunday school ____ Sun AM ____ PM ____ Youth ____ Other ____

How long have you attended _____

Education

School	Name & City	Graduated (Yes/No)	Current Grade Point Average	Major
High School				N/A
College				

Employment Experience (Please list the last two starting with the most recent. We reserve the right to contact these employers.)**Employer** _____

From (mo/yr) To _____

Street Address including City, State, & Zip _____

Phone # _____

Job Title _____

Duties _____

Supervisor _____

Reason for Leaving _____

Employer _____

From (mo/yr) To _____

Street Address including City, State, & Zip _____

Phone # _____

Job Title _____

Duties _____

Supervisor _____

Reason for Leaving _____

References (must do all three)

Please give the enclosed forms to the individuals you list here. References should not be related to you. Give one to your pastor/youth pastor/youth leader, and the other two to adults who know you well (preferably a teacher, employer, mentor or a family friend).

Reference forms do NOT need to be submitted with your application, but need to be submitted in order for your application packet to be considered complete.

Name	Relationship to You	Phone #
------	---------------------	---------

Name	Relationship to You	Phone #
------	---------------------	---------

Name	Relationship to You	Phone #
------	---------------------	---------

Medical Information

Most jobs require a certain amount of physical and mental stamina to be performed properly. Do you believe you are able to effectively perform the essential functions of the job you are applying for with or without reasonable accommodation? (If you have questions about a specific position, please call the summer staff coordinator at (732) 350-1187).

Yes _____ No _____ If No, please explain _____

Legal Information

Have you ever used or currently use tobacco, alcohol, or illegal drugs?

Yes _____ No _____ If Yes, please explain _____

Have you ever been convicted of a felony?

Yes _____ No _____ If Yes, please explain _____

Have you ever been disciplined, discharged, or asked to resign from any job for misconduct, immoral behavior, or violation of work standards?

Yes _____ No _____ If Yes, please explain _____

Family Information

****Please circle the name of the parent you live with, if applicable****

Father's name _____ Occupation _____

Mother's name _____ Occupation _____

Home address _____
Street City State Zip

Home phone _____ Work phone _____

Cell phone _____ (mother/father)

Emergency contact if neither parent can be reached: _____
Name

Relationship _____ Phone # _____

Is your family in favor of you working at America's KESWICK? _____ If no, explain:

Essay Questions (Please answer questions on a separate sheet of paper.)

1-Please describe your Christian testimony, including your salvation experience and the events that led to your salvation. (Use scripture to support) In addition, please describe your current relationship with Christ. What is God teaching you?

2-Why do you want to work on Summer Staff?

3-Please describe your hobbies, extracurricular activities and current reading habits.

4-Name some things that you think you do well. In addition, what do you think your biggest struggle is right now?

5- What are your views on authority? How do you respond to authority that you do not agree with?

Miscellaneous

Please list any certifications held and attach photo copies of certification. (Lifesaving, First Aid, CPR, etc.)

Please list any special talents or interests and how they are currently being used. (Instruments, Puppets, Drama, etc.)

Shirt size for staff shirt: S M L XL XXL (Please circle one)

Name as you would want it on your name badge: _____
(example: Michael or Mike; Patricia or Patty)

America's KESWICK is committed to equal employment opportunity for all qualified persons, without regard to race, age, color, sex, national origin, ancestry, physical disability, medical condition, family care status, veteran status, or marital status, to the extent required by law. Our application form is designed to obtain and applicant's skills, knowledge, and abilities based on specific job requirements. Questions are designed to gain enough data for us to determine an applicant's abilities to successfully perform the job for which he/she is applying.

Certification

I have read and fully understand all the questions in this application. I certify that all answers given by me are true, accurate and complete. I understand that the completion and/or execution of this application does not obligate me or the organization in any way. I understand that any misrepresentation of facts on this application may be cause for my dismissal. I am willing to submit to a physical examination and a drug screening if requested by the organization. I authorize the organization to request and obtain information concerning my previous employment, and contact personal references listed herein. I further authorize the Department of State Police, Central Records Division, State of New Jersey, to conduct a criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction and furnish a response to the sponsoring organization. **If accepted, I agree to abide by all America's KESWICK rules and guidelines.** I have read and understand and agree to the above.

Applicant's Signature

Date

Parent's Signature (If applicant is under 18)

Date

Mail Completed Application to:

**America's KESWICK
Attn: Summer Staff Coordinator
601 Route 530
Whiting, NJ 08759**

Pastor/Youth Pastor/Youth Leader Reference Form

After signing authorization, please give to the person who is completing it and have them return to:

Summer Staff Coordinator
America's Keswick
601 Rt. 530
Whiting, NJ 08759

Authorization

I, _____, am applying for a position on America's KESWICK's summer staff. I give authorization for you to provide America's KESWICK with the information requested. I release you from all liability from any damage incurred in the giving of this information.

Signed _____ Dated _____
Applicant's signature

The person named above has applied for a summer staff position at America's KESWICK. Your confidential evaluation is solicited, and we invite you to include a personal note regarding the applicant if you so desire. Please answer honestly, and leave blank any questions you feel unqualified to answer. The questions are not meant to be judgmental, but are designed to help us evaluate each applicant's strengths/growth areas so we can make the most informed decision possible about hire and placement of our staff. The applicant has given the authorization above for you to release this information. Thank you for your assistance.

Name of Reference (printed)

Date

Signature

Phone #

Street Address including City, State, & Zip

Pastor/Youth Pastor/Youth Leader Reference Form

Applicant Name: _____

How long have you known the applicant? _____ In what capacity? _____

Does the applicant profess to be a Christian? _____ For how long? _____

Does the applicant appear to be growing in his/her Christian walk? _____

What evidence of growth do you see? _____

Does the applicant take an active role in Christian Service? _____

If so, in which types? _____

What do you believe are the strengths of the applicant? _____

What are some areas in which the individual needs to grow? _____

Please check the one that best describes the applicant:

Leadership (ability to inspire others and maintain their confidence)

- | | |
|--|---|
| <input type="checkbox"/> Prefers to follow | <input type="checkbox"/> Has leadership promise |
| <input type="checkbox"/> Makes some effort to lead | <input type="checkbox"/> Good ability |
| <input type="checkbox"/> Tries, but lacks skill | <input type="checkbox"/> Unusual ability |

Emotional Temperament

- | | |
|--|--|
| <input type="checkbox"/> Over responds emotionally | <input type="checkbox"/> Stable |
| <input type="checkbox"/> Moody | <input type="checkbox"/> Well balanced |

Social Interaction

- | | |
|--|---|
| <input type="checkbox"/> Avoided by others | <input type="checkbox"/> Well liked |
| <input type="checkbox"/> Tolerated by others | <input type="checkbox"/> Sought by others |

Self-Image

- | | |
|---|--|
| <input type="checkbox"/> Insecure | <input type="checkbox"/> May be prone to boast |
| <input type="checkbox"/> Inferiority complex, | <input type="checkbox"/> Modest, true estimate of self |
| <input type="checkbox"/> Self-confident | |

Relationships (with the opposite sex)

- | | | |
|---|---|--|
| <input type="checkbox"/> Overly forward | <input type="checkbox"/> Usually discreet | <input type="checkbox"/> Always discreet |
|---|---|--|

(OVER)

Willingness to Serve

- ☐ Unwilling to serve others
- ☐ Serves reluctantly
- ☐ Usually willing to serve

- ☐ Eager to serve as needed
- ☐ Looks for opportunities

Christian Life

- ☐ Hypocritical
- ☐ Superficial
- ☐ Genuine but mild

- ☐ Rich and growing
- ☐ Profound, contagious

Industry

- ☐ Lazy
- ☐ Enough to pass
- ☐ Usually active and effective

- ☐ Active
- ☐ Extremely effective

Teachability

- ☐ Rigid, argumentative
- ☐ Highly opinionated
- ☐ Open minded

- ☐ Willing to receive instruction
- ☐ Eager to receive instructions

Would you hire this individual to work for you? **Yes / Yes, with reservation / No**

Why or why not? _____

Is there any additional information that would be helpful in evaluating the applicant's potential as summer staff? _____

Personal Reference Form 1

After signing authorization, please give to the person who is completing it and have them return to:

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America's Keswick
601 Rt. 530
Whiting, NJ 08759

Authorization

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Name of Reference (printed)

Date

Signature

Phone #

Street Address including City, State, & Zip

Personal Reference Form 1

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Does the applicant take an active role in Christian Service? _____

If so, in which types? _____

What do you believe are the strengths of the applicant? _____

What are some areas in which the individual needs to grow? _____

Please check the one that best describes the applicant:

Leadership (ability to inspire others and maintain their confidence)

- | | |
|--|---|
| <input type="checkbox"/> Prefers to follow | <input type="checkbox"/> Has leadership promise |
| <input type="checkbox"/> Makes some effort to lead | <input type="checkbox"/> Good ability |
| <input type="checkbox"/> Tries, but lacks skill | <input type="checkbox"/> Unusual ability |

Emotional Temperament

- | | |
|--|--|
| <input type="checkbox"/> Over responds emotionally | <input type="checkbox"/> Stable |
| <input type="checkbox"/> Moody | <input type="checkbox"/> Well balanced |

Social Interaction

- | | |
|--|---|
| <input type="checkbox"/> Avoided by others | <input type="checkbox"/> Well liked |
| <input type="checkbox"/> Tolerated by others | <input type="checkbox"/> Sought by others |

Self-Image

- | | |
|---|--|
| <input type="checkbox"/> Insecure | <input type="checkbox"/> May be prone to boast |
| <input type="checkbox"/> Inferiority complex, | <input type="checkbox"/> Modest, true estimate of self |
| <input type="checkbox"/> Self-confident | |

Relationships (with the opposite sex)

- | | | |
|---|---|--|
| <input type="checkbox"/> Overly forward | <input type="checkbox"/> Usually discreet | <input type="checkbox"/> Always discreet |
|---|---|--|

Willingness to Serve

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- ☐ Serves reluctantly
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Teachability

- ☐ Rigid, argumentative
- ☐ Highly opinionated
- ☐ Open minded

- ☐ Willing to receive instruction
- ☐ Eager to receive instructions

Would you hire this individual to work for you? **Yes / Yes, with reservation / No**

Why or why not? _____

Is there any additional information that would be helpful in evaluating the applicant's potential as summer staff? _____

Personal Reference Form 2

After signing authorization, please give to the person who is completing it and have them return to:

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America's Keswick
601 Rt. 530
Whiting, NJ 08759

Authorization

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Name of Reference (printed)

Date

Signature

Phone #

Street Address including City, State, & Zip

Personal Reference Form 2

Applicant Name: _____

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What are some areas in which the individual needs to grow? _____

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Leadership (ability to inspire others and maintain their confidence)

- | | |
|--|---|
| <input type="checkbox"/> Prefers to follow | <input type="checkbox"/> Has leadership promise |
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Emotional Temperament

- | | |
|--|--|
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| <input type="checkbox"/> Moody | <input type="checkbox"/> Well balanced |

Social Interaction

- | | |
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| <input type="checkbox"/> Tolerated by others | <input type="checkbox"/> Sought by others |

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Relationships (with the opposite sex)

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|---|---|--|

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Why or why not? _____

Is there any additional information that would be helpful in evaluating the applicant's potential as summer staff? _____



601 Route 530
Whiting, NJ 08759
Phone 732-350-1187
Fax 732-849-2926

Leadership Team Application

(Please complete only if applying for a supervisory position)

Name: _____ Telephone: _____

Position applying for:

___ Head Lifeguard

___ Male Dorm Supervisor

___ Snack Shop Supervisor

___ Female Dorm Supervisor

Are you 21, or will you be 21 by June 15, 2016? ☐ Yes ☐ No

Please list any prior leadership experience (use additional paper as needed):

1. **Organization:** _____ **Job Title:** _____
Description of Duties: _____

Can we contact them? ☐ Yes ☐ No

Contact Name/Phone Number: _____

2. **Organization:** _____ **Job Title:** _____
Description of Duties: _____

Can we contact them? ☐ Yes ☐ No

Contact Name/Phone Number: _____

3. **Organization:** _____ **Job Title:** _____
Description of Duties: _____

Can we contact them? ☐ Yes ☐ No

Contact Name/Phone Number: _____

Please answer the following questions on a separate sheet of paper:

1. Why do you want to serve on the Leadership Team on Summer Staff?
2. Describe your leadership philosophy. What, in your opinion, makes a good leader?
3. Share with us your "heart for teens"
4. Are you more relationship oriented, or task-oriented? Describe.
5. What qualities would you bring to our leadership team?
6. What are some things you would hope to glean from being on the leadership team? (in other words, what's in it for you?)

Have you at any time ever:

- Been arrested for any reason? ___ Yes ___ No
- Been convicted of, or pleaded no contest to, any crime? ___ Yes ___ No
- Engaged in, or been accused of, any act of child molestation, exploitation, or abuse? ___ Yes ___ No
- Been treated for a psychiatric or mental disorder? ___ Yes ___ No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, or others? ___ Yes ___ No
- Any reason why you should not work with children, youth or others? ___ Yes ___ No

****If you answered "yes" to any of these questions, please attach a separate sheet with a detailed explanation**

ADDITIONAL PERSONAL REFERENCES *(Other than relatives)*

Name/Relationship	Address	Phone
_____	_____	_____
_____	_____	_____

APPLICANT VERIFICATION AND RELEASE

I recognize that the organization to which this application is being submitted is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize the organization to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I have carefully read the policy and procedures of the organization, and I agree to abide by them and to protect the health and safety of the children or youth at all times.

Printed name: _____

Signature: _____ **Date:** _____