

# Cross Trails Ministry

## Lutheran Camp Chrysalis ♦ Ebert Ranch Camp

### Application for Camp Staff Position

Mail or Fax completed application to: Cross Trails Ministry, ATTN: Personnel, 391 Upper Turtle Creek Road, Kerrville, TX 78028  
 Phone: 830-257-6340 • FAX: 830-257-3060 • Email: info@crosstrails.org

**Personal Information**

Date: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

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

Phone: \_\_\_\_\_

\_\_\_\_\_

18+ \_\_\_\_\_ 21+ \_\_\_\_\_

City: \_\_\_\_\_

Birth date if under 18: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

Work Phone: \_\_\_\_\_

**Position(s) Desired:** \_\_\_\_\_

- Are you looking to work: 1)  Full Time  Part Time  Either  
 2)  Seasonal  Year Round  Either  
 3)  Days  Evenings  Weekdays  Weekends

Have you ever applied or worked with Cross Trails Ministry before?  Yes: When? \_\_\_\_\_  No

What are your salary requirements? \$ \_\_\_\_\_ per \_\_\_\_\_

**Work/Volunteer Experience.** List your last 3 jobs including present employment. List any other applicable jobs or volunteer experiences on a separate sheet of paper that you feel may have bearing on this application.

<u>Employer, City, State</u>	<u>Dates</u>	<u>Positions/Responsibilities</u>	<u>Reason for Leaving</u>

**Skills.** Please rank your current skills using the following system.  
 0 = cannot or do not wish to participate. 1 = little ability, but willing to learn. 2 = average ability. 3 = highly skilled.

- |                      |                                     |                         |
|----------------------|-------------------------------------|-------------------------|
| ___ Microsoft Word   | ___ Answering Phones                | ___ Lawn / Tree Care    |
| ___ Data Entry       | ___ General Management              | ___ Plumbing            |
| ___ Microsoft Access | ___ Housekeeping / Cleaning         | ___ Carpentry           |
| ___ Microsoft Excel  | ___ Food Service / Quantity Cooking | ___ General Maintenance |
| ___ Office Machines  | ___ Dish Washing                    | ___ Welding             |
| ___ Typing           | ___ Environmental Awareness         | ___ Other: _____        |
| ___ Filing           | ___ Power Tool Operations           | ___ Other: _____        |

**Education.** Please mark your current or most recently completed level of education.

- High School Junior     College Freshman     College Junior     Graduate School  
 High School Senior     College Sophomore     College Senior

School, City, State

Degree / Major

Graduation Date

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**Essay Responses** (Please use a separate sheet if necessary)

A. Why do you want to work at Cross Trails Ministry?

B. Briefly describe your faith?

C. Are you available to be “on call” for emergencies?  Yes.  No.

D. Can and will you work flexible hours?  Yes.  No.

E. Can and will you work Sunday afternoons in the summer?  Yes.  No.

F. Please explain any additional skills, experiences, or interests that help qualify you for this position.

**References**

List three references here. Use two former employers. Do not use relatives.

**Reference 1:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

**Reference 2:** \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_

**Reference 3:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Yrs Known: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_

**Other Information**

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Other states lived in: \_\_\_\_\_

Please list any limitations you have that would affect your ability to perform the tasks necessary to fulfill the responsibilities.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested and convicted of a crime involving drugs, sex, or violence?

Yes.  No. How recent was the offense? \_\_\_\_\_

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

When employment requires working in close proximity of children, Texas law provides for the furnishing of conviction records relating to crimes involving drugs, sex, and violence. Criminal records are checked before employment.

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including a criminal background history check.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in termination of employment. I also understand that I am required to abide by all policies and procedures of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*We consider all applicants for all positions without regard to race, color, sex, national origin, or the presence of a non job related handicap. It is recognized and accepted that a camp operated either by or on behalf of an established church or for a bona fide religious purpose will consider religious views in employment.*