



# CEDAR CREST CAMP 2010 KITCHEN STAFF EMPLOYMENT APPLICATION

## Minimum Requirements:

1. Must be 18 years old by May 30, 2010.
2. Must participate in an interview to be considered for the job.
3. Must abide by all Cedar Crest policies.
4. Must hold current First Aid and CPR certification prior to summer of 2010 (or enroll in our free certification day Saturday, May 29).

## Time Off:

This year's summer camp season begins Sunday, May 30, and ends Wednesday, August 4, 2010. Applicants with obligations that conflict with the camp's schedule must notify the Program Director before the interview, which may affect whether or not they are hired (school calendar schedules will be given priority for time off). Single days off are generally granted, but we ask that applicants plan not to take weeks off; and requests for time off not approved at the time of hiring will NOT be allowed except in cases of emergency. Being a staff member is a huge commitment that requires a great deal of sacrifice; and losing staff members, even for a week, affects the delicate balance we must maintain.

## Compensation:

- Full-time Kitchen Manager: \$3,000 salary for Sunday, May 30, through Wednesday, August 4, 2010 plus 5 additional workdays.
- Part-time and Full-time Kitchen Helpers: \$7.25 per hour, scheduled as needed.

## To Apply:

You must fill out the application and the attached disclosure form; you may include a resume, as well, though that is optional. We prefer your references be in the Cedar Crest office prior to your interview; and you should provide your reference with a stamped envelope, so the form can be mailed following completion without your viewing. Applicants should not reacquire their completed reference forms. Be sure to follow up with your references to ensure all forms have been mailed.

## Mail Application To:

Christine Penner, Program Director  
7900 Cedar Crest Camp Road  
Lyles, TN 37098

*Cedar Crest does not discriminate in employment on the basis of race, color, ethnicity, or sex.*



# CEDAR CREST CAMP 2010 KITCHEN STAFF EMPLOYMENT APPLICATION

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

SOCIAL SEC. NUMBER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ T-SHIRT SIZE \_\_\_\_\_

**TWO REFERENCES:** Enclosed are two copies of reference forms. Give these to the two people you have listed below. Have them fill out the form and mail it back to Cedar Crest. Your employment form **WILL NOT** be processed until these completed reference forms are returned to the Cedar Crest office. *NOTE: These references should be 21 years of age or older.*

1. NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

**Food Service Experience**—Check places you have experience working with food service, and describe your duties:

Camp or Retreat Center Kitchen

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

Hotel or Conference Center Kitchen

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

School Kitchen or Cafeteria

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

Church or Charitable Center

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

Banquet or Catering Group

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

Commercial Restaurant

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

Other Food Service Experience: \_\_\_\_\_

Time Worked \_\_\_\_\_ What you did \_\_\_\_\_

**Personality Profile**

Check the 3 boxes that you consider your greatest strengths:

- |  |   |
|--|---|
| <input type="checkbox"/> Patience          | <input type="checkbox"/> Problem Solving Skills |
| <input type="checkbox"/> Organization      | <input type="checkbox"/> Sense of Humor         |
| <input type="checkbox"/> Motivation        | <input type="checkbox"/> Positive Outlook       |
| <input type="checkbox"/> Strong Work Ethic | <input type="checkbox"/> Flexibility            |
| <input type="checkbox"/> Open Mindedness   | <input type="checkbox"/> Encouraging            |

Check the 4 boxes that most apply to you:

- I am very outgoing and like to meet as many people as possible
- I like to lead and have a strong voice in most groups
- I have no problem following directions
- I like working as part of a team
- It is important for me to have a schedule with things laid out in an orderly fashion
- It is important to me to get all my responsibilities out of the way before anything else
- I usually have multiple projects I am trying to complete at any given time
- It is very difficult to make me nervous or upset
- I like to fix problems
- I am a perfectionist
- It is important to me to always be looking for ways to help out my peers and co-workers
- I try to enjoy every moment of every day
- I am looking to challenge myself
- I don't tire or get frustrated quickly; I have a lot of stamina
- I think a great deal about how my decisions and actions will affect others

### Lifesaving Certifications

Check the lifesaving certifications you currently hold:

- |  |                                    |
|--|------------------------------------|
| <input type="radio"/> First Aid        | Date Certified _____ Chapter _____ |
| <input type="radio"/> Adult CPR        | Date Certified _____ Chapter _____ |
| <input type="radio"/> Child/Infant CPR | Date Certified _____ Chapter _____ |
| <input type="radio"/> Life Guarding    | Date Certified _____ Chapter _____ |
| <input type="radio"/> Other _____      | Date Certified _____ Chapter _____ |

Tell us about any positions you have held involving medical care or lifesaving (life guarding, medical assistant, etc.)

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### Other Work Experience:

Tell us about any other positions you have held that would prepare you to work in Cedar Crest Camp food service:

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**Cedar Crest CAMP**  
 7900 Cedar Crest Camp Road  
 Lyles, TN 37098  
 931-670-3025 phone  
 tnumcamps@tnumc.org

## Voluntary Disclosure Statement All Camp Staff & Volunteers

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Last First Middle

Home address \_\_\_\_\_  
Street Address City State Zip

Social Security # \_\_\_\_\_ Other names by which known (e.g., maiden name) \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Work phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Previous residences for last 5 years, including college and home residences: (Continue on separate sheet if necessary):

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

1. Have you ever been convicted of any crime relating in any manner to children and / or your conduct with them?  No  Yes (If yes, please explain on a separate sheet)
2. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?  No  Yes (If yes, please explain on a separate sheet)
  - Assault or battery on a child younger than eighteen, or on a mentally challenged person of any age.
  - Kidnapping or any sexual offense (including rape, molestation, etc.)
  - Distribution or trafficking of narcotics or other controlled substances
  - Intent to commit any of the above crimes
3. Have you ever been judged liable for civil penalties or damages involving sexual or physical abuse of children?  No  Yes (If yes, please explain on a separate sheet)
4. Have you ever been subject to a court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?  No  Yes (If yes, please explain on a separate sheet)
5. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?  No  Yes (If yes, please explain on a separate sheet)

I understand that:

- A. The camp may deny employment to or decline volunteer service from any person who answers any of questions numbered 2-6 above in the affirmative.
- B. In applying for a camp position (either paid or voluntary) the information that I have furnished on this form is subject to verification, which may include a criminal history check and request from any central registry of child abusers.
- C. The camp may terminate employment or volunteer service of any person:
  - 1) Found to have a history of complaints of abuse of a minor and/or
  - 2) Found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
- D. This disclosure statement must be updated yearly.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Cedar Crest Camp Kitchen Staff Reference Form for Summer 2010

\*\*\*CONFIDENTIAL INFORMATION\*\*\*

**Explanation:** The following applicant has applied to work this summer in the kitchen at Cedar Crest Camp. Summer Staff is a rigorous 3-month commitment with little time off. Staffers are expected to provide high-quality service with a cheerful disposition in compliance with safety and health guidelines. They may operate hazardous equipment and experience times of stress and heavy workloads. Additionally, all Cedar Crest employees are spiritual role models for volunteers and campers even after summer camp ends. Your evaluation could influence our choice of hiring or warn us of a potentially ineffective staffer, so please answer thoroughly and honestly. Please use the empty space on the back for further comment.

**To be used as a Reference:** You must be older than 21, **not** be a family member, and you should know the applicant predominately on a professional level. You must be able to thoroughly and objectively evaluate the applicant's strengths and weaknesses in regards to work with food preparation without serious conflicts of interest. If you do not feel you can complete the form objectively or there are conflicts of interest, please return the form to the applicant.

**Applicant's Name** \_\_\_\_\_

**How long have you known the applicant?** \_\_\_\_\_ **How do you know the applicant?** \_\_\_\_\_

**Check the applicant's greatest strengths (especially in a kitchen at a summer camp for children and youth)**

- Goes extra mile to accomplish tasks
- Takes direction from supervisors
- Responsible when left in charge of task
- Communicates with tact and respect
- Works well with co-workers
- Safety conscious/doesn't break things

**Check what might be a weakness for this applicant (especially in a kitchen at a summer camp)**

- Tardiness/disorganization
- Accident prone
- Sometimes not sensitive to others needs
- Easily overwhelmed
- Can seem mean, rude, or offensive
- Has problems with authority
- Too strict
- Too easygoing
- Easily distracted
- Problems working with peers
- Too social
- Could wear out over a whole summer

**In work settings (such as a camp kitchen) the applicant:**

- Is willing to work hard
- Has problems working with others
- Looks for ways to help everyone
- Will help in any way you ask
- Is helpful at times
- Has to be pushed to help out
- Is often not very helpful
- Works to improve when criticized

**Check the boxes that apply in regards to the applicant's moral/religious character**

- Constant positive example everywhere
- Good heart despite some rough times
- Questionable example outside of work
- Poor discretion in what he/she says

**Describe something the applicant has done that really impressed you.**

\_\_\_\_\_

**Describe an instance when the applicant has dealt with a serious problem and how he/she handled it.**

\_\_\_\_\_

**What of the applicant's personal qualities could be a potential obstacle in his/her spiritual leadership?**

\_\_\_\_\_

**Printed Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Daytime Phone** \_\_\_\_\_ **Evening Phone** \_\_\_\_\_

Applicant should not see completed form; please send to:

Christine Penner, Program Director  
7900 Cedar Crest Camp Road  
Lyles, TN 37098

Please feel free to include more comments below, on the back, or on an attached sheet; or you may contact us with comments or questions at 931-670-3025 or tnumcamps@tnumc.org

**Thank you for your time!**