



Bear Trap Ranch Retreat and Conference Center Employment Application

We appreciate your interest and assure you that we are sincerely interested in your qualifications. This application will give us a clear picture of your interests, background, experience, abilities, and ambitions so we can make an informed decision about whether and how your talents can best be put to use.

PERSONAL DATA

Name _____

Permanent Address _____

City _____ **State** _____ **Zip** _____

Current Address, if different _____

City _____ **State** _____ **Zip** _____

Home Phone _____ **Cell Phone** _____ **E-mail** _____

Can you provide documents verifying employment eligibility for the U.S.? Yes No (Proper papers, such as a passport or Social Security card and a driver's license will be required upon job offer.)

State your age if you are under 18: _____

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

Have you previously worked/volunteered for Bear Trap Ranch?

No Yes, When? _____

Which position are you applying for? _____

RECORD OF EDUCATION

Note: If you have worked for us in the past, please only list education since your last employment with us.

School	Name and Location	Years Attended	Graduated?	Course of Study
High School		1 2 3 4	YES/NO	
College		1 2 3 4	YES/NO	
Other (specify)		1 2 3 4	YES/NO	

RECORD OF EMPLOYMENT

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

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 mark the appropriate experiences/skills you have developed in actual work. Please indicate your experience in each department, using a scale of 0 to 5. (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

GUEST SERVICES/ HOUSEKEEPING

- Laundry
- General Cleaning
- Supervising Others

OFFICE

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

RECREATION

- Outdoor Education
- Trail Maintenance
- Hiking
- Rock climbing/rappelling
- Bicycling
- Hiking

KITCHEN

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

OUTDOOR/ENVIRONMENT

- Knowledge of wildlife
- Knowledge of flowers/fauna

GENERAL STORE

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

MISCELLANEOUS

- Audio Visual
- Lead worship
- Play an Instrument

What Certifications do you hold?

**PLEASE ANSWER THE FOLLOWING QUESTIONS
(Use additional paper if needed)**

1. What experiences, skills, or qualifications especially qualify you for working at Bear Trap Ranch?

2. How and when did you become a Christian?

3. What do you see as your strengths?

4. In what areas of your life are you aware of the need for further growth?

5. Choose from among the following leadership styles. Choose 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 or the group.

I prefer to mobilize and coordinate the activities of others to achieve a goal.

6. Please evaluate yourself in the following areas:

Servant-hood	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak
Flexibility	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak
Working by yourself	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak
Working with others	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak
Self-starter	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak
Having fun while I work	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak
Working until a job gets done	<input type="checkbox"/>	Excellent	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Weak

7. Which word in each pair do you BEST identify with? Circle your choice.

Deliberate – Spontaneous

Flexible – Structured

Efficient – Reasonable

Reserved – Talkative

Improver – Creator

Concrete – Abstract

Speaker – Writer

Calm – Lively

Theory – Experience

Logical – Emphatic

Self starter – Follow set instructions

8. Is there any reason why you would have difficulty performing any of the essential elements of the position for which you are applying? No Yes, please explain.

9. Any additional comments?

REFERENCES

(Please list all that apply.)

(if you have worked for us in the past, please list the name of your supervisor under 'Current/Previous Employer' below.)

Personal: _____

Phone: _____ **Email address:** _____

Pastor/Church or Ministry Leader: _____

Phone: _____ **Email address:** _____

Current/ Previous Employer: _____

Phone: _____ **Email address:** _____

CONSENT AND RELEASE
PLEASE READ CAREFULLY BEFORE SIGNING

By my signature below, I:

Consent to:

Bear Trap Ranch 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 Bear Trap Ranch with relevant information and comments that may be helpful to Bear Trap Ranch in evaluating this application.

Release:

My present and former employers, references, organizations, and other persons from any legal liability in making responses to Foundation of the Heart's Bear Trap Ranch 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 Foundation of the Heart, dba Bear Trap Ranch 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 Bear Trap Ranch (paid or volunteer, temporary or ongoing) is conditional on the completion and review of a background check.

Signature: _____

Name (Printed): _____

Date: _____

*** If you do not want you present employer contacted in the initial stages of application, check here _____.**