



Employment Opportunities

Hesperus views employment opportunities not simply as job opportunities, but more importantly as ministry opportunities. We exist to serve others and facilitate an experience characterized by excellence, purpose, and hospitality. It is not about us; rather it is all about the guest and providing an environment whereby God is glorified through His creation, our preparedness, and our service.

Our employment process looks like this:

1. Must be at least **16 years of age** at start date of employment.
2. Must be able to provide a health exam performed within the last 24 months in accordance with the requirements of our State of Colorado Child Care License (State Statute 7.711.21).
3. Complete an Employment Application.
4. If selected, participate in a personal interview.
5. If offered a position, successfully complete a full background check (including fingerprinting processed by CBI/FBI) in accordance with the requirements of our State of Colorado Child Care License (State Statute 7.701.33).
6. If hired, commit to serve others in a team environment accepting the expectations of staff.

Expectations of Staff:

1. Be punctual, prepared, and presentable (on time, ready to immediately begin work, and in clean clothing with staff shirt/hat on)
2. Be guest-focused in everything you do
3. Be teachable by leadership staff
4. Maintain a committed walk with Christ characterized by active participation in a local church, and daily, personal, spiritual growth habits.

Please fill out the application and submit it to our office either in person or by mail at:

Hesperus Camp
PO Box 10
Hesperus, CO 81326

Please call us at 970.385.4389 should you have any questions.



Application for Employment

PO Box 10, Hesperus, CO 81326 • 970-385-4389

Please Fill out PDF in Adobe Acrobat or Print Plainly

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

PERSONAL INFORMATION

Name (Last Name, First, Middle) _____ Social Security Number _____

Permanent Address _____ City _____ State _____ Zip _____

Telephone Number _____ Cell Phone Number _____ E-mail address _____

School/Business Address _____ City _____ State _____ Zip _____

School/Business Telephone Number _____ School/Business Fax number _____ School/Business E-mail _____

List each address, and state of residence in which you have resided during the past 10 years: (use separate page if necessary)

Address	City/State	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

JOB RELATED INFORMATION

Are you 16 or over? YES NO
 Are you a U.S. Citizen? YES NO
 If not a U.S. Citizen do you have a Work Permit? YES NO
 If not a U.S. Citizen can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the U.S.? YES NO

Position or type of work desired **1st choice** _____ Position or type of work desired **2nd Choice** _____ Min. Salary Acceptable _____ Date Available for Work _____

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? YES NO

If no, are there reasonable accommodations that can be made to allow you to perform the essential functions of the job? YES NO

If yes, please explain: _____

If not seeking full-time employment, list schedule of work desired: _____

If seasonal employment, date employment must end on: _____

Do you have any objection to Saturday, Sunday, or evening / late shift work? _____

List any reason known to you why you might be *unable* to perform consistently and promptly any of the job duties you are applying for.

Have you ever been discharged from any employment or asked to resign? YES NO

If yes, please explain: _____

Do you have a valid driver's license? YES NO State? _____ License Number: _____ Exp. date: _____

Do you have a CDL? YES NO State? _____ License Number: _____ Exp. date: _____

Class of commercial driver's license: _____

EDUCATION INFORMATION

Highest Grade Completed _____ College Yrs. _____ GED Certificate YES NO

SCHOOL NAME, CITY, & STATE NO. OF YRS. ATTN. MAJOR MINOR DEGREE

High School _____ YES NO

College _____ YES NO

College _____ YES NO

Seminary _____ YES NO

Trade or Correspondence _____ YES NO

Other Training _____

Are You Attending School Now? YES NO _____

Name of School and Location

PERSONAL EXPERIENCE

Areas in which You Have Had Experience or Training

- | | | | | |
|---|--|---|---|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> EMT | <input type="checkbox"/> Food Service-Cook's Helper | <input type="checkbox"/> Drama | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Paramedic | <input type="checkbox"/> Food Service-General staff | <input type="checkbox"/> Dance | <input type="checkbox"/> Mountain Biking |
| <input type="checkbox"/> Office Staff | <input type="checkbox"/> Program Staff | <input type="checkbox"/> Music-Praise/worship leader | <input type="checkbox"/> Writing skits/plays | <input type="checkbox"/> Horsemanship |
| <input type="checkbox"/> Receptionist | <input type="checkbox"/> Bible Teaching | <input type="checkbox"/> Music-Instrument | <input type="checkbox"/> Art/Design | <input type="checkbox"/> Photography-Camera |
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Voice-Soloist | <input type="checkbox"/> Sound Technician | <input type="checkbox"/> Photography-Video |
| <input type="checkbox"/> Sales | <input type="checkbox"/> Teaching | <input type="checkbox"/> Musical-Instruments (list below) | <input type="checkbox"/> Building Maintenance | <input type="checkbox"/> Video Editing |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Child Care | | <input type="checkbox"/> Grounds Maintenance | |
| <input type="checkbox"/> Physician | <input type="checkbox"/> Counseling | | <input type="checkbox"/> Lifeguard: Jr Sr WST | |
| <input type="checkbox"/> Nurse | <input type="checkbox"/> Food Service-Cook | | <input type="checkbox"/> Sports (list below) | |

Other Areas of Experience/Training not listed above: _____

Type of Computer Experience: Limited Moderate Extensive Explain: _____

If checked above, list: Type of Sports Experience: _____

If checked above, list: Kinds of Musical Instruments You Play: _____

Machines You Can Operate: Heavy Equip. Power Tools Tractors Welder Computer (list software): _____

List other specific machines you can operate not listed above: _____

PERSONAL REFERENCES

1. Name of Character Reference (Not Relative or Former Employer) _____

Address _____ City _____ State _____ Zip _____

Relationship _____ No. of Yrs. Known _____ Telephone Number _____

2. Name of Character Reference (Not Relative or Former Employer) _____

Address _____ City _____ State _____ Zip _____

Relationship _____ No. of Yrs. Known _____ Telephone Number _____

3. Name of Character Reference (Not Relative or Former Employer) _____

Address _____ City _____ State _____ Zip _____

Relationship _____ No. of Yrs. Known _____ Telephone Number _____

WORK HISTORY
LIST PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT.

1. Name of Company: _____

Address _____ City _____ State _____ Zip _____

Position _____ Dates Employed: _____ From _____ To _____ Salary: _____ Beginning _____ Ending _____

Duties you performed _____

If presently employed, may we contact your employer? YES NO _____
Immediate Supervisor

If now employed, why do you wish to make a job change? _____ If not employed, reason for leaving. _____

2. Name of Company: _____

Address _____ City _____ State _____ Zip _____

Position _____ Dates Employed: _____ From _____ To _____ Salary: _____ Beginning _____ Ending _____

Duties you performed _____

Reason for Leaving _____

3. Name of Company: _____

Address _____ City _____ State _____ Zip _____

Position _____ Dates Employed: _____ From _____ To _____ Salary: _____ Beginning _____ Ending _____

Duties you performed _____

Reason for Leaving _____

4. Name of Company: _____

Address _____ City _____ State _____ Zip _____

Position _____ Dates Employed: _____ From _____ To _____ Salary: _____ Beginning _____ Ending _____

Duties you performed _____

Reason for Leaving _____

Indicate any employer you **do not** wish us to contact, and the reason: _____

CRIMINAL RECORD

Have you ever been convicted of a crime, other than a minor traffic offence? YES NO

If YES is checked, please describe on the Confidential Page attached to this application.

(Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated before any decision is made.)

Because of Hesperus' commitment to safety and security for children, staff, guests and volunteers, we ask that you please answer the following questions. We understand the following questions are personal and we will protect your privacy:

- A. Is there any reason, including those that are physical or mental health related, that might keep you from effectively working with children or that might cause a child potential harm? YES NO
If yes, please describe on the Confidential Page attached to this application.
- B. Have you ever been charged with, indicted for, or pled guilty to a crime? YES NO
If yes, please describe on the Confidential Page attached to this application.
- C. Have you ever been charged with, or named in a complaint or investigation involving sexual harassment or inappropriate contact with an adult or minor child? YES NO
If yes, please describe on the Confidential Page attached to this application.
- D. Have you ever been known by any other name (including maiden name)? YES NO
If yes, please list all other names: _____

CHRISTIAN BACKGROUND

Because Hesperus is a Christian camp and exists for the purpose of providing a Christian environment for people of all ages the personal beliefs of our staff are paramount.

Are you committed to the Lordship of Jesus Christ, to a Christ-like work ethic and willing to use your skills and talents in fulfilling our mission statement? YES NO

Write a brief biographical sketch, including specialized training in Christian camping, your conversion and your acceptance of Jesus Christ as your Lord and Savior and experience or training in other fields which might have a bearing on the position for which you are applying. Attach a separate sheet if necessary.

OTHER

PLEASE ANSWER THE FOLLOWING MISCELLANEOUS QUESTIONS TO THE BEST OF YOUR ABILITY

All staff is required to wear staff shirts while on duty. Please list your t-shirt size: _____

Please list all dates for which you have prior obligations and will be unable to work (family vacations, family reunions, weddings, etc.) Since Hesperus needs staff in order to serve our guests, please understand that such obligations may affect our ability to offer you a position.

Use the "Page for Continuation of Information" to list any jobs not included above, and additional information about your experiences, background, interest, etc. not covered by specific questions which you consider important. Attach a separate sheet if necessary.

This application for employment is good for 90 days only. Consideration for employment after 90 days will require a new application.

ACKNOWLEDGMENT OF TERMS

PLEASE READ AND SIGN

I have read and fully understand all questions requested in this application. I certify that all answers given by me are true, accurate and complete. I authorize investigation of all statements in this application in order to independently verify the correctness of the information that I have provided, including an extensive unlimited background investigation, and further release Hesperus Baptist Camp, Inc. and all others for liability in connection with same. *I fully understand that the failure to reveal any former employer or providing false or misleading information in this application or in other documents completed or submitted by me may be cause for immediate dismissal without prior notice regardless of the date of discovery by the Hesperus Baptist Camp, Inc.* I understand that the completion and/or execution of this application do not insure me a staff position or employment by Hesperus Baptist Camp, Inc.

I understand that, if I am employed, I am free to resign at any time, with or without cause and without prior notice, and Hesperus Baptist Camp, Inc. reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This employment-at-will relationship is for no specified duration or term and may not be modified by any oral or implied agreements. I authorize Hesperus Baptist Camp, Inc. to request and obtain a background check, information covering my previous employment, verify educational background, degree/license/certification and to contact the personal references listed herein, and I hereby release Hesperus Baptist Camp, Inc. and its officers, directors and representatives from any and all liability of whatever kind and nature, which, at any time, could result from obtaining and making an employment decision based on such information.

Should an employment offer be extended to me and accepted as consideration for my employment, I acknowledge and agree that I will fully adhere to the policies, rules, and regulations of employment and mission statement of Hesperus Baptist Camp, Inc. and acknowledge that complying with such policies is a condition of employment. I understand that if offered a position with Hesperus Baptist Camp, Inc., I may be required to submit to a pre-employment medical examination and drug screening as a condition of employment. I acknowledge that unsatisfactory results from, refusal to cooperate with, or attempts to affect the results of these pre-employment tests will result in the withdrawal of any employment offer or termination of employment if already employed.

I HAVE CAREFULLY READ AND UNDERSTAND THE FOREGOING RELEASE AND SIGN THIS RELEASE AS MY OWN TRUE ACT; I ACKNOWLEDGE THAT THIS IS A LEGAL DOCUMENT AND THAT I HAVE BEEN GIVEN THE RIGHT TO CONSULT WITH AN ATTORNEY BEFORE SIGNING IT.

SIGNATURE OF APPLICANT _____ Date _____

SIGNATURE OF PARENT/GUARDIAN (if under age 18) _____ Date _____

FOR OFFICE USE ONLY

Interview By: _____ Date: _____

Comments: _____

Results: _____



Page for Continuation of Information

Please identify questions for which explanation is being provided and then provide the explanation.