



Lutheran Social Service  
for changing lives

## Lutheran Social Service of Minnesota APPLICATION FOR EMPLOYMENT

Position Applied For \_\_\_\_\_ Job #: \_\_\_\_\_

*Please print or type. Place completed application form and affirmative action card in the envelope and return. Resumes are accepted in support of the application.*

Email Address \_\_\_\_\_ Date Of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_  
Street City State Zip

Telephone (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Area Code Home Area Code Office

**A.** How did you learn about this employment opportunity? \_\_\_\_\_

**B.** Are you able to provide proof that you are at least 18 years of age? (if required by program licensure) Yes  No

**C. EMPLOYMENT HISTORY**

Please begin with your current or most recent employment, or volunteer activity.

**1. Name of employer** \_\_\_\_\_

Employer's Address \_\_\_\_\_

Give dates of your employment with this employer.

From \_\_\_\_\_ To \_\_\_\_\_

Your position title \_\_\_\_\_

How long have you held this position? \_\_\_\_\_

Briefly describe your responsibilities in this position. \_\_\_\_\_

Current or Ending Salary: \_\_\_\_\_

Are you employed on a full time  or a part time  basis? \_\_\_\_\_

Name/Title of supervisor: \_\_\_\_\_

May we contact this person for a reference? Yes  No  Telephone \_\_\_\_\_

Why did you leave this position? \_\_\_\_\_

**EMPLOYMENT** (continued)

**2. Name of employer** \_\_\_\_\_

Employer's address \_\_\_\_\_

\_\_\_\_\_

Give dates of your employment with this employer.

From \_\_\_\_\_ To \_\_\_\_\_

Your position title \_\_\_\_\_

How long did you hold this position ? \_\_\_\_\_

Briefly describe your responsibilities in this position. \_\_\_\_\_

\_\_\_\_\_

Current or Ending Salary: \_\_\_\_\_

Were you employed on a full time  or a part time  basis?

Name/Title of Supervisor: \_\_\_\_\_

May we contact this person for a reference? Yes  No  Telephone \_\_\_\_\_

Why did you leave this position? \_\_\_\_\_

**3. Name of employer** \_\_\_\_\_

Employee's address \_\_\_\_\_

\_\_\_\_\_

Give dates of your employment with this employer.

From \_\_\_\_\_ To \_\_\_\_\_

Your position title \_\_\_\_\_

How long did you hold this position ? \_\_\_\_\_

Briefly describe your responsibilities in this position.

\_\_\_\_\_

\_\_\_\_\_

Current or Ending Salary: \_\_\_\_\_

Were you employed on a full time  or a part time  basis?

Name/Title of Supervisor: \_\_\_\_\_

May we contact this person for a reference? Yes  No  Telephone \_\_\_\_\_

Why did you leave this position? \_\_\_\_\_

**EMPLOYMENT** (continued)

Please describe any other employment or volunteer experience.

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Summarize special skills and qualifications acquired from employment or other experience.

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*(If you need additional space, please use a separate sheet of paper.)*

**D. EDUCATION AND OTHER QUALIFICATIONS**

**High School**

Name of school	City	State
Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**College/University**

School Name	City	State	Did you graduate? Yes <input type="checkbox"/>
No <input type="checkbox"/>			
School Name	City	State	Did you graduate? Yes <input type="checkbox"/>
No <input type="checkbox"/>			

Degree(s) \_\_\_\_\_

Brief description of course of study \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Graduate School**

School Name	City	State
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Degree(s) \_\_\_\_\_

Brief description of course of study \_\_\_\_\_

**EDUCATION AND OTHER QUALIFICATIONS (continued)**

Please describe other educational accomplishments.

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Current licenses or professional certifications held \_\_\_\_\_  
(May be asked to provide copy)

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E. Have you ever been convicted of a felony? Yes  No   
If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
(A conviction will not be an absolute bar to an offer of employment.)

**AGREEMENT**

I have certified that the information provided on this application is true and complete. I agree that if there is any misrepresentation or omission concerning the information on this application, any offer of employment to me may be withdrawn, and if I have already been hired, my employment may be terminated. I authorize investigation of all statements contained in this application.

I understand that any offer of employment by this agency is contingent upon (1) my providing sufficient documentation necessary to establish my identify and eligibility to work in the United States, (2) successful completion of any pre-employment background investigations that may be required by this employer, (3) proof of a valid drivers license and a satisfactory driving record for those positions involving driving a motor vehicle, and (4) Meeting the physical requirements of the position, with or without accommodation.

No promises concerning the nature or length of my employment have been made to me. If I am hired, I understand that I have the right to terminate my employment at any time, and for any reason. I understand that the agency has the right to terminate my employment at any time and for any reason. I understand that if or when my employment is terminated, by the agency or by me, that the agency may respond fully to reference inquiries from prospective employers. I understand that no one employed by the agency has the authority to modify these conditions, except in a written document signed by the President of the agency.

I hereby acknowledge that I have read and understand the foregoing.

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

\_\_\_\_\_  
Date

# APPLYING FOR THE FOLLOWING CAMP KNUTSON POSITION

## \_\_\_\_ Program Activities Coordinator

(Plan & implement activities, schedule staff & be contact person with visiting directors)

## \_\_\_\_ Waterfront Coordinator

(Supervise & oversee all waterfront activities & schedule staff)

## \_\_\_\_ Program Counselor

(Organize, plan, and teach daily camp related activities. Assist with total camp assistance & turnover cleaning)

## \_\_\_\_ Kitchen Assistant

(Meal prep, cooking & cleanup)

### CHECK ANY OF THE FOLLOWING IN WHICH YOU HOLD CURRENT CERTIFICATION:

___ ARC Lifeguard Certification	Expiration Date _____
___ ARC Advanced First Aid	Expiration Date _____
___ ARC Water Safety Instructor	Expiration Date _____
___ CPR	Expiration Date _____
___ Community First Aid	Expiration Date _____

Other certifications that might apply to this job include:

\_\_\_\_\_

### CAMP SKILLS & INTERESTS:

- \* 1- Knowledge & experience in area (very competent to lead & teach)
- \* 2- Some knowledge & experience (will take the initiative to learn more to feel comfortable leading)
- \* 3- No experience nor interest (would rather not lead in this area)

___ Boat Driving	___ Fishing	___ Camp Craft/Orienteering
___ Archery	___ Canoeing	___ Cash Register Experience
___ Biking	___ Horseback Riding	___ Laundry
___ Organized Games	___ Dance/Drama/Skits	___ Planning Theme Activities
___ Crafts	___ Music Teaching/Program	___ Instrument Playing
___ Nature	___ Trustcourse	___ Swimming

List any other skills that you wish us to know about:

### EDUCATION:

What is your present major/school? \_\_\_\_\_

What year are you listed as? \_\_\_\_\_

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

- 1) How are you qualified for the position for which you are applying?
  
  
  
  
  
  
  
  
  
  
- 2) Include any experience you have had working with people with special needs?
  
  
  
  
  
  
  
  
  
  
- 3) Why should Camp Knutson be interested in hiring you?