

# Park River Bible Camp

## Office Assistant 2016 Application Form (please type or write clearly)

Name \_\_\_\_\_

Social Security No. \_\_\_\_\_

Full Address \_\_\_\_\_

Phone \_\_\_\_\_

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

Please list any current certifications you hold including expiration dates:

**2 References: We ask you to provide your references with our reference form. We will also exercise freedom in contacting these individuals:**

| Name  | Address        | Position | Phone |
|-------|----------------|----------|-------|
| _____ | _____<br>_____ | _____    | _____ |
| _____ | _____<br>_____ | _____    | _____ |

**Earliest Date you could begin at PRBC:** \_\_\_\_\_

### **Job Experience:**

Business

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Responsibilities \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Responsibilities \_\_\_\_\_

**Other Employment Experience:** (Please include with your Resume. We will also do a back ground check).

**Educational Background:** (Please list on your attached Resume).

**List your other skills which may be useful in an Office Assistant position:**

**List your Hobbies:**

**Church Membership:**

Home Congregation: \_\_\_\_\_

Pastor: \_\_\_\_\_ City/State: \_\_\_\_\_

Church you most often attend: \_\_\_\_\_

Pastor: \_\_\_\_\_ City/State: \_\_\_\_\_

**Please write and attach 1-2 paragraphs responding to each of the following:**

1. How would you describe your faith right now? What has been important in your growth?
2. What can Christian camping do for youth?
3. Describe your strengths and weaknesses.
4. Why do you want to work at Park River Lutheran Bible Camp?
5. What do you see as the greatest needs to fill the position for which you are applying? How do you perceive that you meet those needs?
6. How flexible are you? Would you be able to bend with needs of campers and staff?
7. Have you ever worked with individuals with special needs? In what capacity?
8. What does it mean to you to be a Christian? How are you willing to witness to others concerning your faith in Christ?
9. List your experience leading others or leading programs?

**Signature of Application:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send Application to:** **Program Director Selection**  
**Park River Bible Camp**  
**106 Solid Rock Circle**  
**Park River, ND 58270**

**Application Deadline:** **September 9, 2016**