



Application for Caretaker Position

Personal Information

Name (first, middle, last) _____ Date _____

Home Address _____ City _____ State _____ Zip _____

Cell Phone _____ Email _____

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? _____

Employment Desired

Position: Part-time Caretaker _____ Date you can start _____

Are you employed now? _____ If so, may we inquire of you present employer? _____

How did you hear about Quaker Cove? _____

Why do you want to be involved at Quaker Cove and why would you be a good candidate for this position?

Education

High School _____

Trade, Business, Other _____

College _____

Post Graduate _____

General

Activities (church, civic, athletic, hobbies etc.) _____

Former Employers (List below your last three employers, starting with the most recent one first.)

1. Beginning Date _____ Ending Date _____ Employer _____

Phone _____ Position _____

Reason for leaving? _____

2. Beginning Date _____ Ending Date _____ Employer _____

Phone _____ Position _____

Reason for leaving? _____

3. Beginning Date _____ Ending Date _____ Employer _____

Phone _____ Position _____

Reason for leaving? _____

Which of these jobs did you like the best and why? _____

I testify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, or if I am employed, my employment may be terminated. In consideration of my employment, I agree to conform to Quaker Cove's Personnel Policies. I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my/or Quaker Cove's option.

Signature _____ Date _____

Results of Reference Check: Do not write below this point.

1. Employer Reference Returned _____ 2. Employer Reference Returned _____

3. Pastor Reference Returned _____ 4. Pastor Reference Returned _____

Interview Date _____

Hired _____ Position _____ Department _____

Salary/Wage _____ Date reporting to work _____

Date Approved _____ Department Head _____

The Statement of Faith of Quaker Cove Ministries serves as the Foundation of its work.

Quaker Cove is a Christian organization committed to providing camps and retreats in a Christian atmosphere. To this end, the organization as a whole is committed to uphold the Statement of Faith, and expects its employees, Board members and volunteer staff to commit to it. All employees and volunteer staff are held accountable to the values created within this statement.

The Trinity

We believe in one eternal God, the source and goal of life, who exists as three persons in the Trinity: the Father, the Son, and the Holy Spirit. In love and joy, God creates and sustains the universe, including humanity, male and female, who are made in God's image.

God the Father

We believe in God the Father Almighty, whose love is the foundation of salvation and righteous judgment, and who calls us into covenant relationship with God and with one another.

God the Son

We believe in Jesus Christ, the Word, who is fully God and fully human. He came to show us God and perfect humanity, and, through his life, death, and resurrection, to reconcile us to God. He is now actively present with us as Savior, Teacher, Lord, Healer, and Friend.

God the Holy Spirit

We believe in the Holy Spirit, who breathed God's message into the prophets and apostles, opens our eyes to God's Truth in Jesus Christ, empowers us for holy living, and carries on in us the work of salvation.

Salvation

We believe that salvation comes through Jesus Christ alone, to whom we must respond with repentance, faith, and obedience. Through Christ we come into a right relationship with God, our sins are forgiven, and we receive eternal life.

The Bible

We believe that God inspired the Bible and has given it to us as the uniquely authoritative, written guide for Christian living and thinking. As illumined by the Holy Spirit, the Scriptures are true and reliable. They point us to God, guide our lives, and nurture us toward spiritual maturity.

The Christian Life

We believe that God has called us to be and to make disciples of Jesus Christ and to be God's agents of love and reconciliation in the world. In keeping with the teaching of Jesus, we work to oppose violence and war, and we seek peace and justice in human relationships and social structures.

The Church

We believe in the church as the people of God, composed of all who believe in Jesus Christ, who support and equip each other through worship, teaching, and accountability, who model God's loving community, and who proclaim the gospel to the world.

Christian Worship

We believe Christ is present as we gather in his name, seeking to worship in spirit and in truth. All believers are joined in the one body of Christ, are baptized by the Spirit, and live in Christ's abiding presence. Christian baptism and communion are spiritual realities, and, as a Friends camp with staff from many faith traditions, we celebrate these in different ways.

The Future

We believe in the personal return of Jesus Christ, in the resurrection of the dead, in God's judgment of all persons with perfect justice and mercy, and in eternal reward and punishment. Ultimately, Christ's kingdom will be victorious over all evil, and the faithful will reign with him in eternal life.

Quaker Cove Community Lifestyle Statement

Quaker Cove has deliberately sought to develop Christ-centered community to fulfill its mission and further its core values. We urge each member to become the kind of person and live the kind of life that Jesus taught and modeled. We believe such a life is described by the "fruit of the Spirit" as listed in Galatians 5:22-23. These fruits include love, joy, peace, patience, kindness, gentleness, goodness, faithfulness, and self-control.

We believe the Bible teaches that all persons are created in God's image and that God actively seeks renewed relationships with every individual. We are bound therefore to regard each person with love and respect (Romans 12:9-21, 1 Corinthians 13, Ephesians 4:32). So we avoid discrimination, abusive or manipulative actions, and gossip or mean-spirited behaviors. We seek actively to honor each person, loving and serving one another as Jesus taught us.

Our lifestyle excludes immoral practices and calls us to transformed living as we "offer [our] bodies as living sacrifices" to God (Romans 12:1-2). Sexual behaviors outside marriage are inconsistent with God's teaching. We recognize these principles may conflict with the practice or opinion of some within the larger culture. We are convinced that this is God's design for providing the most loving guidance and practice for individuals and our community.

For a community to be successful its members must live with integrity. This includes doing honest work, telling each other the truth, keeping our promises, and living so our actions match our words (James 1:22-25).

Quaker Cove is eager for each member of the community to grow spiritually (Hebrews 10:24-25). We encourage involvement in activities designed to nurture spiritual growth. This includes Bible study, small prayer groups and service opportunities. We encourage all members of the staff to maintain personal practices of discipleship and to participate in a local church.

Our goal is to help each community member to think the same way Christ thought (Philippians 2:5). This includes disciplining our minds to think about whatever is true, honorable, just, pure, pleasing, commendable, and excellent, worthy of praise as commended to us in Philippians 4:8. We avoid giving attention to what is obscene and pornographic, whether in print, on the Internet, or in entertainment. We choose entertainment that will strengthen, not undermine the "mind of Christ." We avoid gambling, not only to practice good stewardship of our resources, but also to prevent welcoming greed inwardly and joining in the social inequities on which gambling thrives.

While we recognize that committed Christians differ in how they view the consumption of alcoholic beverages, it is clear that the improper use of alcohol could bring much harm to all involved. This is especially true of individuals who are under the legal drinking age. For these reasons, the use of alcohol by underage individuals is not allowed at any time they are employed.

Within committed Christian communities there are diverse views regarding the use of alcohol. Some choose a testimony of abstinence for a variety of legitimate and honorable reasons, while others believe they can use alcohol occasionally and moderately without harm to their body, spirit or relationships with others. As a community that honors Spirit-led diversity among Christians, Quaker Cove employees are given the freedom of Spirit-led conscience in deciding whether to consume alcoholic beverages in moderation when not at work.

The presence or use of illegal drugs or alcoholic beverages is not tolerated at Quaker Cove, nor is the illegitimate use of prescription drugs. The use of tobacco or Marijuana is not permitted in any Quaker Cove building or by employees.

The goal of the Quaker Cove lifestyle standard is to create a community in which individuals are encouraged to be transformed into the image of Christ. In addition, we desire that our common life would reflect the teachings and Spirit of Christ in all that we do and say. In this ongoing process of transformation, all members of the Quaker Cove community are encouraged to consider the following questions as a means of self-examination, in the tradition of the historic Friends (Quakers). As individuals or groups within this community reflect on these questions, we encourage them to respond in obedience to God's leading and to seek encouragement, support and accountability from other members of the community.

Am I actively pursuing the highest call of God on my life even if that means giving up a personal "freedom" for the sake of others within the community?

As a member of the Quaker Cove community, do I recognize my duty and responsibility to others within our Christ-centered community?

Am I a faithful steward of the resources which God has entrusted to me?

Do I discipline my mind and body to serve as instruments of God?

I read and concur with the Quaker Cove Statement of Faith and Community Lifestyle Statement and commit to leading a life in keeping with it and its values.

Name (printed): _____

Signed: _____ Date: _____

Quaker Cove Ministries

Criminal History Verification of Employee/Volunteer Applicants

Please type or print clearly.

Name _____ Date of Birth _____ Sex _____

Other Name(s) Previously Known By (Maiden Name, etc.) _____

Address _____ Social Security #: _____

City/State/Zip _____

Have you at any time ever:

- | | | |
|---|------------------------------|-----------------------------|
| • Been arrested for any reason? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Been convicted of, or pleaded no contest to, any crime? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Engaged in any child molestation, exploitation, or abuse? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Are you aware of:

- | | | |
|--|------------------------------|-----------------------------|
| • Anything about you that might pose a threat to children, youth, or others? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Any reason you should not work with children, youth, or others? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If the answer to any of these questions is "yes," please explain in detail _____

(Please attach additional pages if more space is needed)

Applicant Verification and Release

I recognize that Quaker Cove is relying on the information contained herein. I testify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, or if I am employed, my employment may be terminated.

In consideration of my employment, I agree to conform to Quaker Cove's personnel policies. I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my/or Quaker Cove's option.

I authorize Quaker Cove to conduct a criminal background check on me and check my previous employers and personal references.

I authorize Quaker Cove to check civil or criminal records to verify any statement made on this form. I understand that I have the right to review my criminal history for inaccurate or incomplete information.

I have never been convicted of a felony. (If I have been convicted of a felony, I have attached a description of the offense(s) and explanation of subsequent events.)

I agree to abide by all policies and procedures of Quaker Cove Ministries, and to protect the safety of campers and staff at all times.

Applicant's Signature _____ Date _____

Quaker Cove Ministries

Recommendations for Year Round Staff

To be completed by an Employer

This first section to be completed by the applicant:

Applicant's Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Position Applying for _____ e-mail _____

The above named person is applying for year round staff at Quaker Cove Ministries. <https://www.quakercove.com>
 The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and characteristics.

The early return of this form will be appreciated as it will expedite the processing of this candidate's application. Any information which you may give us will be regarded as strictly confidential. Please fill out, scan and email or send via postal mail directly to the address below.

1. How long have you known the applicant? _____ In what capacity? _____

2. Please indicate which statement best describes the applicant in relation to each characteristic listed below.

	Most of the Time	Some of the Time	Not Often	Hardly Ever
Able to follow instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyal.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outgoing and friendly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An able leader of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplined in personal habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to adjust to different situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to cope with other's problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily offended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclined to criticize others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moody.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work without close supervision.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in a team situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" for above average, "3" if average, and "4" if weak in that area. Please evaluate the applicant in relationship to his/her own age group.

- | | | |
|------------------------|------------------------------|-------------------------------------|
| ____ Personal Grooming | ____ Sense of Humor | ____ Willingness |
| ____ Tact | ____ Initiative | ____ Attitude toward authority |
| ____ Dependability | ____ Courtesy | ____ Attitude toward hard work |
| ____ Judgment | ____ Initial Impression | ____ Public speaking ability |
| ____ Punctuality | ____ Ability to make friends | ____ Honesty and personal integrity |

4. Please list one strength and one weakness of the applicant: _____

5. Please check your choice of recommendation:

- I strongly recommend
- I recommend
- I recommend with some reservation
- I do not recommend

6. Please give your opinion on this applicant's over all suitability to work in a ministry setting such as Quaker Cove.

Your Name (please print) _____ Date _____

E-mail _____

Address _____ City _____ State _____ Zip _____

Position/Organization _____ Phone _____

Signature _____

Thank you for your assistance!

Return To:

Dennis Littlefield
15325 NE North Valley RD
Newberg, OR 97132
dennis.littlefield@gmail.com
(503) 538-8081

Quaker Cove Ministries

Recommendations for Year Round Staff

To be completed by an Employer

This first section to be completed by the applicant:

Applicant's Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Position Applying for _____ e-mail _____

The above named person is applying for year round staff at Quaker Cove Ministries. <https://www.quakercove.com>
 The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and characteristics.

The early return of this form will be appreciated as it will expedite the processing of this candidate's application. Any information which you may give us will be regarded as strictly confidential. Please fill out, scan and email or send via postal mail directly to the address below.

1. How long have you known the applicant? _____ In what capacity? _____

2. Please indicate which statement best describes the applicant in relation to each characteristic listed below.

	Most of the Time	Some of the Time	Not Often	Hardly Ever
Able to follow instructions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loyal.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outgoing and friendly.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An able leader of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disciplined in personal habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiastic.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to adjust to different situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to cope with other's problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily offended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inclined to criticize others.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moody.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work without close supervision.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in a team situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" for above average, "3" if average, and "4" if weak in that area. Please evaluate the applicant in relationship to his/her own age group.

- | | | |
|------------------------|------------------------------|-------------------------------------|
| ____ Personal Grooming | ____ Sense of Humor | ____ Willingness |
| ____ Tact | ____ Initiative | ____ Attitude toward authority |
| ____ Dependability | ____ Courtesy | ____ Attitude toward hard work |
| ____ Judgment | ____ Initial Impression | ____ Public speaking ability |
| ____ Punctuality | ____ Ability to make friends | ____ Honesty and personal integrity |

4. Please list one strength and one weakness of the applicant: _____

5. Please check your choice of recommendation:

- I strongly recommend
- I recommend
- I recommend with some reservation
- I do not recommend

6. Please give your opinion on this applicant's over all suitability to work in a ministry setting such as Quaker Cove.

Your Name (please print) _____ Date _____

E-mail _____

Address _____ City _____ State _____ Zip _____

Position/Organization _____ Phone _____

Signature _____

Thank you for your assistance!

Return To:

Dennis Littlefield
15325 NE North Valley RD
Newberg, OR 97132
dennis.littlefield@gmail.com
(503) 538-8081

Quaker Cove Ministries

Recommendations for Year Round Staff

To be completed by a Pastor/Christian Leader

This first section to be completed by the applicant:

Applicant's Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Position Applying for _____ e-mail _____

The above named person is applying for year round staff at Quaker Cove Ministries. <https://www.quakercove.com>
 The personal information requested below will supplement that provided by personal interview. It is of great importance to us to obtain objective and valid statements from persons who have some personal knowledge of the applicant's ability and characteristics.

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Able to cope with other's problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Able to work without close supervision.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Able to work in a team situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please grade the applicant on the following characteristics and traits. Use "1" to indicate superior, "2" for above average, "3" if average, and "4" if weak in that area. Please evaluate the applicant in relationship to his/her own age group.

- | | | |
|------------------------|------------------------------|-------------------------------------|
| ____ Personal Grooming | ____ Sense of Humor | ____ Willingness |
| ____ Tact | ____ Initiative | ____ Attitude toward authority |
| ____ Dependability | ____ Courtesy | ____ Attitude toward hard work |
| ____ Judgment | ____ Initial Impression | ____ Public speaking ability |
| ____ Punctuality | ____ Ability to make friends | ____ Honesty and personal integrity |

4. Please list one strength and one weakness of the applicant: _____

5. Please check your choice of recommendation:

- I strongly recommend
- I recommend
- I recommend with some reservation
- I do not recommend

6. Please give your opinion on this applicant's over all suitability to work in a ministry setting such as Quaker Cove.

Your Name (please print) _____ Date _____

E-mail _____

Address _____ City _____ State _____ Zip _____

Position/Organization _____ Phone _____

Signature _____

Thank you for your assistance!

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