



Harvey Cedars

BIBLE CONFERENCE

2018 Summer Staff Application

Thank you for expressing interest in being a part of the 2018 Harvey Cedars Bible Conference summer staff program. This packet contains everything you need in order to apply for a position with us. Please follow the instructions provided carefully.

The deadline for submission of applications is March 31, 2018.

**Applications will be accepted after this date,
but may not receive full consideration.**

**There will be no action taken on your application
until all of the required forms have been received.**

1. Complete the Application Form

- a. Be sure to include all requested information, communicate your dates of availability, and indicate your job preferences clearly.

2. Distribute the Reference Forms

- a. Please distribute a reference form to your pastor, a teacher/employer and an adult (who is not related to you).
Returning Staff ONLY need a reference form from their pastor.
- b. Include a stamped and addressed envelope for their convenience.

**We accept applications from candidates ages 14-24,
but recommend that candidates ages 14 and 15 consider
volunteering as it will increase their chances of acceptance.**

Please mail all forms to:

**c/o Summer Staff
Harvey Cedars Bible Conference
12 Cedars Avenue
Harvey Cedars, NJ 08008**

I am applying for: ___ Volunteer position ___ Full-time (paid) position	
Name:	Gender:
Age:	Date of Birth:
Home Address:	Parent(s) Name(s):
City:	Parent(s) Phone Number:
State/Zip Code:	Parent(s) Email Address:
School/College:	Staffer Phone Number:
Grade/Year:	Staffer Email Address:
T-Shirt Size: S M L XL XXL	
Have you ever served on HCBC staff before? YES NO Number of full summers: _____ Most recent dates of service: _____	
How did you hear about HCBC?	
Have you ever been convicted of a crime? YES NO If YES, please explain in the space provided.	
Do you have any medical or physical limitations that might prevent you from completing the staff requirements? YES NO If YES, please explain in the space provided.	

NEW FOR 2018

As a Bible believing conference center, we strive to obey the Word of God by keeping within the civil laws (Romans 13:1-2). With that in mind, New Jersey state law requires that all those who are under 18 years old must have the A300 ("Working Papers") filled out.

Easy Steps for filling out the A300 are as follows:

NJ Resident

1. Fill out section A and have your parent sign it
2. Bring it to your doctor and have them fill out section C
 - If you've had a physical completed already, please attach a copy of that physician signed document. (Schools keep these on file)
3. Bring it to your school, along with identification papers (section D), and your school fills out sections E and F
4. Sign section F
5. Bring it here on your arrival day

Out of State

1. Fill out section A and have your parent sign it
2. Bring it to your doctor and have them fill out section C
 - If you've had a physical completed already, please attach a copy of that physician signed document. (Schools keep these on file)
3. Bring it to your school. Your school fills out section E ONLY
4. Sign section F
5. Bring it here on your arrival day along with section D (Identification papers)

Although this may seem like a difficulty, please look at it as *"doing everything as unto the Lord"* (Colossians 3:23)

Special Skills:

What experiences, skills, or abilities do you have that might be a benefit to the ministry here at Harvey Cedars? Please check any that apply.

<input type="checkbox"/> Music	<input type="checkbox"/> Soundbooth
What instrument(s)? _____	<input type="checkbox"/> Photography
<input type="checkbox"/> Leading worship	<input type="checkbox"/> Videography
<input type="checkbox"/> Singer	<input type="checkbox"/> Social Media

Please attach a non-returnable photo of yourself in the space provided below.

Availability:

The summer ministry at HCBC this year runs from June 2 through September 3. Please plan carefully because we will count on you to keep your entire commitment. If you cannot fulfill your commitment and leave early (within 2 days grace), you will not be considered for re-hire the following summers (extenuating circumstances will be considered).

Be advised that our dates of service have changed from previous years.

Please check one or more dates of service:

- June 2 – September 3 (Full Summer)
- June 2 – June 30
- June 30 – July 28
- July 28 – September 3
- August 31 – September 3 (Gospel Camp)

College Students & Leadership Team:

There will be an opportunity to serve before the summer begins. If you are available, please check below.

I am available starting May 25

Time Away:

Please list any dates that you would be unavailable to work during your committed time on staff. These should include things such as family reunions, vacations, weddings, graduations or birthday parties.

Employment Experience: Please list 2 former employers (if applicable).

Employer: _____	Employer: _____
Phone Number: _____	Phone Number: _____
Supervisor: _____	Supervisor: _____
Dates of Employment: _____	Dates of Employment: _____
Job Responsibilities: _____	Job Responsibilities: _____

Areas of Ministry: In what area of ministry would you like to be involved?

Please review the descriptions provided below and indicate your top three preferences with the numbers 1, 2, and 3.

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Social Media
<input type="checkbox"/> Baker	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Children's Ministry
<input type="checkbox"/> Dishroom	<input type="checkbox"/> Lifeguard	<input type="checkbox"/> Head of Canteen
<input type="checkbox"/> Server	<input type="checkbox"/> Davis Center/Gym	<input type="checkbox"/> Head of Avenue
<input type="checkbox"/> Soundbooth	<input type="checkbox"/> Front Desk/Receptionist	

Kitchen (17 and older): This is the ministry of food preparation. You will be responsible to ensure that our guests receive well-prepared meals. You will be asked to arrive early in the morning and will report directly to the Food Services Supervisor. Pants, shirts, and aprons are provided, but **you must purchase and wear black, non-slip shoes.**

Baker (18 and older): The baker is part of the kitchen staff and reports directly to the Food Services Supervisor. You will be required to compute measurements and recipes, as well as carry heavy objects. Pants, shirts, and aprons are provided, but **you must purchase and wear black, non-slip shoes.**

Dishroom: This position ensures the sanitary cleaning of all dishes and kitchenware and reports directly to the Food Services Supervisor. Pants, shirts, and aprons are provided, but **you must purchase and wear black, non-slip shoes.**

Server: The servers graciously serve each meal to our guests and report directly to the Food Services Supervisor and the Dining Hall Host. Aprons are provided, but **you must purchase and wear khaki pants, light blue polo shirts, and black, non-slip shoes.**

Front Desk/Receptionist: This ministry opportunity requires strong people, phone, and organizational skills and is expected to provide a high level of customer service. Prior experience will be beneficial for this position. You will report directly to the Guest Services Supervisor. A guest services shirt will be provided.

Maintenance (18 and older): This position will include painting, weeding, construction, demolition, etc. and will report directly to the Maintenance Supervisor.

Lifeguard: You will be **required** to hold current lifeguard, CPR and first aid/AED certifications. Lifeguards are responsible for guarding the guests and for the maintenance and cleaning of the pool and pool facility. You will report directly to the Head Lifeguard.

Davis Center: The Davis Center is our indoor gym and fitness center and has several meeting spaces. This position will consist of staffing during hours of operation, cleaning up before and after use of the facility, setting up meeting spaces, and helping to run games as needed.

Housekeeping: As a member of the housekeeping department, you will be responsible for the daily cleaning and weekly changeover of the conference facilities. Housekeepers also staff The Canteen and will report directly to the Housekeeping Supervisor.

Children's Ministry: During **Family Weeks in August**, this ministry will assist with children's classes during morning and evening chapel services. This will include teaching, crafts, music, and playground time.

Head of The Canteen: As the Canteen manager, you will be required to staff Canteen shifts, stock vending machines, handle money, supervise Canteen staff, and make sure that all areas of the Canteen are properly maintained and clean.

Head of The Avenue: As The Avenue manager, you will be required to staff The Avenue shifts, prepare and sell food and drink, handle money, supervise The Avenue staff, and make sure that all areas of The Avenue are properly maintained and clean.

Personal Statement:

Each applicant must answer the following questions on a **separate sheet of paper** and include it with their application.

New Applicants:

1. Describe how your relationship with Jesus Christ began. What has your relationship with Him been like since?
2. What steps are you taking to continue to grow in your faith?
3. What strengths do you possess that would equip you for summer ministry at Harvey Cedars Bible Conference?
4. What weaknesses do you have that might cause you to struggle during your summer ministry?

Returning Applicants:

1. What has been your biggest spiritual struggle and greatest area of spiritual growth since last summer?
2. What steps are you currently taking to continue to grow in your faith?
3. What have you learned spiritually since last summer that will better equip you for ministry this summer?
4. What do you hope to accomplish this summer at Harvey Cedars Bible Conference?

Church Life:

1. Do you attend church regularly? _____
2. What is the church name and address? _____

3. Please list the church activities in which you are involved?

Please consider this: We are serious about our Summer Staff Program, not just as a means to serve out guests, but as an opportunity for a group of college and high school students to come together to build lasting friendships with one another, grow in their knowledge and understanding of God's Word, and develop a deeper relationship with Jesus Christ. In order for this to happen effectively, each of our staff members must be committed to their own spiritual growth and to genuinely love those around them.

Before signing and sending this application, please carefully consider your willingness to be an active part of this program and spend time in prayer asking God to guide you through this process.

Are you willing to:

- _____ Commit this summer to Jesus Christ, understanding that you are **servng Him**.
- _____ Fulfil your commitment and work the **entire length of time** you have indicated.
- _____ Respect and adhere to **all guidelines**, without complaint, in the Staff Handbook.
- _____ Actively participate in our Summer Staff Program and **strive for unity**.

Applicant's Signature

Date

Parental Authorization (Must be signed by a parent/guardian of applicants under 18.)

I approve of _____ (staffer's name) being at Harvey Cedars Bible Conference as a staff member and I commit to being supportive of all management decisions pertaining directly or indirectly to my child. I will endeavor to see that he/she fulfills the responsibility of a staff member and I guarantee that he/she will fulfill the length of commitment as stated above. I understand that my child will not be re-hired if he/she leaves the program early (within 2 days of grace) as, by doing so, my child would not be fulfilling his/her signed commitment.

Parent's Signature

Date

Staff Leadership Application Form

(For applicants 18 years or older)

The Summer Staff Program seeks to provide the staff with a physically safe environment that will lead to emotional, social, and spiritual growth. One of our goals is to give staff members the opportunity to develop in the area of leadership.

The leader must be a spiritually mature Christian with a strong desire to serve God. He/She should have a compassionate heart with the ability to motivate and disciple those under their leadership. They must be willing to give extra time and effort to help those who need spiritual guidance or help in the ministry area.

The leader must also assist the Staff Parents with enforcement of the rules and guidelines as laid out in the Staff Handbook. These leadership positions exist for three purposes:

1. To support the staffers through encouragement, guidance, prayer, and spiritual instruction.
2. To aid in the success of the summer staff program as a whole by providing support to and participating in staff events, outings, etc.
3. To support the Summer Staff Parents by helping to enforce and explain the rules and guidelines laid out in the Staff Handbook.

Name: _____

I am applying for: ____ Dorm Head ____ Group Leader

Please answer the following questions on a separate sheet of paper.

1. What experiences have you had in leadership in the past that would help you to qualify for this position?
2. What specific gifts/abilities do you have that would enable you to succeed in a leadership position in which you will oversee other high school and college students?
3. Being in leadership means that you have to be willing to set an example and we will expect you to do just that. Are you comfortable with the rules in the Staff Handbook? Are there any rules that would be difficult for you to follow or enforce?
4. Please describe for us why you think you are a good candidate for this position and why we should trust you in this role?

**Pastor/Spiritual Leader
Reference**
(non-family member)

Applicants Name: _____

Applicants Email: _____

Your Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

ABOUT OUR STAFF PROGRAM:

The HCBC Summer Staff Program has two purposes. First, our staff will be ministering to the guests who visit us each summer. They will be responsible to accomplish tasks such as cleaning rooms, serving or preparing food, or providing quality children's ministry with a cheerful attitude. They will be living in a dorm with other Christian young people and be a part of a family atmosphere. They will participate in regular ministry trips and staff outings as well as numerous chapels and Bible studies. We are not seeking "perfect" people. Rather, we seek young people who want to deepen their relationship with Jesus Christ by ministering to others. A servant's heart and a willingness to be flexible are very important.

With the above in mind, please answer the following questions

What strengths does the applicant possess that would equip him/her for summer ministry?

What weaknesses does the applicant possess that might cause difficulty for him/her (or the supervisor) during the summer?

Is there any reason this applicant would require a higher level of supervision than other students of his/her age?

PLEASE RATE THIS APPLICANT IN THE FOLLOWING AREAS:

(If you have not observed the applicant in one or more of the categories, please leave it blank)

	<i>Poor</i>	<i>Fair</i>		<i>Good</i>	<i>Excellent</i>
Social choices	1	2	3	4	5
Ability to co-exist with others	1	2	3	4	5
Willingness to serve	1	2	3	4	5
Respect for authority	1	2	3	4	5
Relationship with family	1	2	3	4	5
Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
Spiritual maturity	1	2	3	4	5

Is there anything you would like to add about the applicant that may help us evaluate him/her?

 Signature

 Date

 Phone

Thank you for your time and help in this ministry process!

Please mail to:

c/o Summer Staff

Harvey Cedars Bible Conference 12 Cedars Ave.

Harvey Cedars, NJ 08008



Teacher / Employer Reference
(non-family member, except
homeschoolers)

Applicants Name: _____

Applicants Email: _____

Your Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

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Respect for authority	1	2	3	4	5
Relationship with family	1	2	3	4	5
Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
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c/o Summer Staff

Harvey Cedars Bible Conference 12 Cedars Ave.

Harvey Cedars, NJ 08008



Additional Character Reference
(non-family member)

Applicants Name: _____

Applicants Email: _____

Your Name: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

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Ability to co-exist with others	1	2	3	4	5
Willingness to serve	1	2	3	4	5
Respect for authority	1	2	3	4	5
Relationship with family	1	2	3	4	5
Dependability	1	2	3	4	5
Responsibility	1	2	3	4	5
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Please mail to:

c/o Summer Staff

Harvey Cedars Bible Conference

12 Cedars Ave.

Harvey Cedars, NJ 08008

A300 Combined Certification Form

Date(s) of previously issued certificates (if applicable): _____

Cooperative Education Experience (CEE) - Hazardous Occupation CEE - Non-Hazardous Occupation Paid Structured Learning Experience

A. Minor's Personal Information					
First Name	M.I.	Last Name	Social Security No.		
Street Address (Line 1)		Floor/Apt. No. (Line 2)		Date of Birth	Age City of Birth
City		State	Zip Code	County of Birth State/Country of Birth	
Telephone No.		Cell/Alternate No.		<input type="checkbox"/> Male	Height _____ Hair Color _____
				<input type="checkbox"/> Female	Weight _____ Eye Color _____
Parent/Guardian First Name		Parent/Guardian Last Name		Distinguishing Facial Marks (if applicable)	
Parent/Guardian Address (if different than minor's address)			Floor/Apt. No. (Line 2)		I hereby authorize the employment of my child as specified below under Employment Information.
City		State	Zip Code		
Parent/Guardian Telephone No.		Alternate Telephone No.			
			Signature of Parent/Guardian _____ Date _____		
B. Employment Information					
Employer Business Name Harvey Cedars Bible Conference			Type of Business/Industry Conference Retreat Center		
Street Address (where minor will be employed) 12 Cedars Ave		Floor/Suite (Line 2)		Minor's Job Title (Be specific)	
City Harvey Cedars		State NJ	Zip Code 08008	Is liquor sold on the premises? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Contact Person Name Brian Sackett			If Yes, are the entire premises licensed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Telephone No. (609) 494-5689		Alternate Telephone No.		If No, describe what areas of the premises are licensed, including any outside grounds: _____	
Minor's Hours of Work (Provide daily hours and/or start and end times)			Promise of Employment: I have offered employment to the above named minor for the hours stated. I understand that these hours may be flexible but may not exceed the number of hours permitted by law according to the age of the minor.		
Mon _____	Tues _____	Wed _____	Thurs _____	Fri _____	Signature of Employer _____ Date _____
Sat _____	Sun _____	Total Hours for Week: 35-40			
Wages: Per Hour _____		Weekly _____		Other _____	
C. Physician's Certification (to be completed by licensed physician):					
I hereby certify that I have examined the above named minor on _____ and I designate the minor's physical qualifications regarding the above promise of employment as: _____ (Date)					
<input type="checkbox"/> Physically Qualified <input type="checkbox"/> Physically Qualified with the following limitations _____					
Signature of Doctor _____		Date _____		Address _____	
D. Proof of Age (for Issuing Officer):					
I have examined the proof of age submitted by the above named minor which was in the form of (select one):					
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other documentary proof in existence for at least one year (specify): _____					
<input type="checkbox"/> Affidavit of Parent/Guardian together with 1) physician's statement of opinion as to age of minor, and 2) school record of age and the above date of birth					
E. School Record (to be completed by school that the minor attends)			F. Issuing Officer Certification		
School District _____		County _____		School District _____ County _____	
Name of School _____			School District Address _____		
School Address _____			Telephone No. _____		
Last Grade Completed _____			<input type="checkbox"/> Regular Employment Certificate <input type="checkbox"/> Vacation Employment Certificate (summer & other school vacations) <input type="checkbox"/> Age Certificate (issued to persons 18 to 21 years of age) Age: _____		
The above named minor attends school in this district and has completed the work of the above grade. To the best of my knowledge the minor can do the work proposed without impairment of progress in school.					
Signature of Principal _____			Signature of Minor _____		Date _____
Date _____			Signature of Issuing Officer _____		Date of Issue _____ Certificate No. _____

INSTRUCTIONS FOR A300 COMBINED CERTIFICATION FORM

1. **Employment Information** (section B) – After you have completed your personal information (section A), bring your certification form to the employer. The employer completes the Employment Information and signs and dates the Promise of Employment. If any of the employment details have been pre-filled and are incorrect, the employer must cross out the incorrect information and enter, initial and date the corrections.
2. **Physician’s Certification** (section C) – The school district is responsible for performing the physical examination at no cost to you or your parents. A school physical (including a sports physical) performed during freshman year is good for all four years of high school (unless the school district policy specifies more frequent physicals).

If your parent/guardian prefers that you be examined by a doctor other than the one employed by the school district, you may do so at your parent/guardian’s expense. A minor is not required to obtain a physical if the parent/guardian objects (in writing) based on their religious beliefs and practices.
3. **Proof of Age** (section D) – If the school does not have a copy on file, you may be asked to provide a birth certificate, passport, baptismal certificate or other identification documentation to the School Issuing Officer.
4. **Parent/Guardian Authorization** (section A) – Your parent/guardian must indicate his/her authorization of your employment as specified in the Employment Information by signing and dating the Parent/Guardian authorization.
5. **School Record/Issuing Officer Certification** (sections E & F) - **Bring the completed certification form to your school district.** A designated school official will review the form and issue the working papers only after being satisfied that the working conditions and hours will not interfere with your education or damage your health. The official may refuse to issue working papers if such refusal would be in your best interest.

IMPORTANT INFORMATION

Hours of Work – 14 & 15 Year Olds

- no more than 3 hours a day on a school day
- no more than 18 hours a week during a school week
- may not work before 7:00 am or after 7:00 pm during the school year
- summer vacation: may work up to 8 hours a day, 40 hours a week, and may work up to 9:00 pm with written parental permission (which must be on file with the employer)

Hours of Work – 16 & 17 Year Olds

- no more than 8 hours a day
- no more than 40 hours a week
- may not work before 6:00 am or after 11:00 pm
Exception: may work after 11:00 pm (up to 3 am provided work begins before 11 pm) during regular school vacation and when there is no school the next day with written parental permission (which must be on file with the employer)

Hours of Work – All Minors

- no more than 6 consecutive days
- may not work more than 5 continuous hours without at least a 30-minute meal break

Hours of Work - School-Sponsored Cooperative Education Experiences, Apprenticeships and Paid Structured Learning

Experiences - Training site experiences may not exceed five hours on any day that school is in session nor may the combination of school and work exceed eight hours on any day that school is in session.

Prohibited Work– Certain potentially hazardous jobs are prohibited for minors based on the age of the minor. For a complete list of prohibited occupations, visit the Department of Labor and Workforce Development’s website at www.nj.gov/labor and click on *Wage & Hour*.

www.nj.gov/education - New Jersey Department of Education

www.nj.gov/labor (click on *Wage & Hour*) – New Jersey Department of Labor and Workforce