



Application Process for Employment as
Director of Outdoor Ministries

The position of **Director of Outdoor Ministries** is a full-time position that includes benefits. Please review the position description available on the Illinois South Conference website www.iscucc.org prior to submitting your application. Please return this application to Illinois South Conference Minister, Rev. Sheldon Culver, sculver@iscucc.org along with your resume or profile.

If you have a profile with the UCC Profile Office please request that it be sent to Rev. Culver, and fill out only the first page of this document. If you have no profile with the UCC Profile Office, please complete all pages.

DEADLINE FOR SUBMISSION: February 15, 2010

The Illinois South Conference of the United Church of Christ (ISCUCC) is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, physical or mental disability, or status as a disabled veteran.

Personal Data

Name _____ Social Security Number _____

Present Address _____
Street Address City State Zip Code

Home Phone _____ Other Phone _____

E-Mail _____ Website (optional) _____

Church Membership _____ City _____ State _____

Educational Background

(Please include the name of all institutions, degree or certificate attained and year, and other courses of study that pertain to this position, beginning with high school)

Current (or most recent) Employment

Position: _____

Employer: _____ Dates of employment: _____ to _____

Significant learning/achievement: _____

Previous Position

Position: _____

Employer: _____ Dates of employment: _____ to _____

Significant learning/achievement: _____

Next Previous Position

Position: _____

Employer: _____ Dates of employment: _____ to _____

Significant learning/achievement: _____

Special skills, Accomplishments, and Qualifications – Please list any other experience relevant to the skills needed for this position.

General

Have you ever previously applied with the ISCUCC? ___ Yes ___ No If yes, give date _____

Have you been employed by ISCUCC previously? ___ Yes ___ No If yes, when: _____

Do you have any relatives employed by ISCUCC? ___ Yes ___ No Name/Relationship _____

Are you a citizen of the United States or do you have a valid authorization to work in the United States? ___ Yes ___ No

Have you ever been convicted or pleaded guilty or "no contest" to any crime (other than traffic violations) in the past? ___ Yes ___ No If yes, please explain _____

Have you ever been discharged or asked to resign by a previous employer? ___ Yes ___ No If yes, please explain _____

Do you have any limitations which would inhibit you from performing the job for which you are applying? ___ Yes ___ No If yes, suggest the type of accommodation you believe would be appropriate. _____

Have you ever worked for a church or non-profit organization as an employee or volunteer? If yes, please elaborate: _____

What is your vision for an ideal Illinois South Conference Outdoor Ministry? _____

Do you have experience using the following: ___ Windows ___ Macintosh ___ Other
___ Microsoft Word ___ Excel ___ PowerPoint ___ Online Registration
___ Joomla ___ Church Windows ___ Facebook ___ Blogs ___ E-mail/Texting

Do you have experience in the following areas?

___ Equine Programs ___ Outdoor Program Development ___ Christian Education

Please explain: _____

Management experience?

___ Personnel (Number of people):___ ___ Hospitality/Event Planning (Types):_____

___ Staff Training ___ Property Management ___ Development/Capital Campaign

___ Interpreting financial reports ___ Interpreting budgets ___ Grant writing

___ Marketing ___ Public Speaking ___ Public Relations ___ Advertising

References

1. Name _____ Phone (Daytime) _____ Evening _____

How long have you known this person? _____ In what relationship? _____

2. Name _____ Phone (Daytime) _____ Evening _____

How long have you known this person? _____ In what relationship? _____

3. Name _____ Phone (Daytime) _____ Evening _____

How long have you known this person? _____ In what relationship? _____

ACKNOWLEDGEMENT OF UNDERSTANDING AND CONSENT

PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement, please ask the Conference Staff for assistance before signing.

This organization does not discriminate in hiring or employment on the basis of age, race, sex, color, religion, national origin, physical or mental disability, or status as a disabled veteran.

It is understood this application is not an obligation to provide employment.

I understand that falsification of any information provided by me on this application or non-disclosure of any material information will be grounds for rejection, or if I am employed, for my discharge upon discovery.

I hereby authorize ISCUCC to investigate all references and any of the facts set forth in the application and I release from liability those supplying such information.

I understand that my employment is not governed by any written or oral contract and is considered an "at will" arrangement. This means that I am free, as is ISCUCC, to terminate employment at any time for any reason, with or without notice.

Signature

Date