

Application for Pilgrim Lodge Director

The Maine Conference UCC is an Equal Opportunity Employer and does not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs are available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Director of Human Resources.

Please print clearly and complete all information requested.

First Name: _____ Middle: _____ Last: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: (____) _____ - _____ Cell Phone Number: (____) _____ - _____

E-mail Address: _____

How did you Hear About the Position: _____

Desired Salary: _____ Date Available: _____

PERSONAL INFORMATION

If hired, can you present proof of your legal right to work in the United States? [] Yes [] No

Do you hold a valid driver's license? [] Yes [] No

Have you worked under or been known by another name?(This information is used for checking references)
If yes, give name(s) and dates used: [] Yes [] No

Have you ever worked for Maine Conference UCC? [] Yes [] No

If yes in what position? _____

Are any relatives or members of your household currently employed by The Conference? [] Yes [] No

If yes, Name and Position: _____

Have you ever been discharged from any employment, asked to resign or advised that if you did not resign, your employment would be terminated? If yes, please explain. [] Yes [] No

Please attach a copy of your most recent resume.

EDUCATION AND TRAINING

High School/GED

Name and Location: _____

Special Areas of Study: _____

Trade or Technical School

Name and Location: _____

Special Areas of Study: _____

College or University

Name and Location: _____

No. of Years Completed: _____

Major & Degree: _____

Name and Location: _____

No. of Years Completed: _____

Major & Degree: _____

Other Education

If yes please describe: _____

SPECIAL SKILLS

What experience, training, qualifications, and skills makes you well suited for the Director's position?

Licenses/Certificates: _____

REFERENCES

Please attach three letters of recommendation complete with contact information.

EMPLOYMENT HISTORY

For the last 10 years, starting with the most recent, list each job held, and account for all periods of time between jobs. Attach additional sheets if necessary.

EMPLOYER: _____
May we contact this employer? [] Yes [] No
Address: _____
Phone: (____) _____ - _____
Supervisor's Name: _____
Date Started: _____ Date Left: _____
Title or Position: _____
Duties and Responsibilities: _____
Reason for Leaving: _____

Time between employers: _____

EMPLOYER: _____
May we contact this employer? [] Yes [] No
Address: _____
Phone: (____) _____ - _____
Supervisor's Name: _____
Date Started: _____ Date Left: _____
Title or Position: _____
Duties and Responsibilities: _____
Reason for Leaving: _____

Time between employers: _____

EMPLOYER: _____
May we contact this employer? [] Yes [] No
Address: _____
Phone: (____) _____ - _____
Supervisor's Name: _____
Date Started: _____ Date Left: _____
Title or Position: _____
Duties and Responsibilities: _____
Reason for Leaving: _____

Time between employers: _____

Please answer the following questions:

1. Reflect on one of the points of Pilgrim Lodge's philosophy which can be found on our website.
<https://www.pilgrimlodge.org/>

2. Provide an example of how you live/embody your spirituality and how this will assist in your leadership at Pilgrim Lodge?

3. Pilgrim Lodge follows the Maine Conference's Open and Affirming Statement and we expect our incoming director will as well. How do you see your leadership supporting the Opening and Affirming Statement? <https://www.maineucc.org/>

4. "The ministry of Pilgrim Lodge has been important to thousands of people. The passion and love for the ministry is clear in the quality of facilities, interest of volunteers and the participation of churches. While the current financial challenge has raised awareness of the need for review and updating for long-term health, the hope for sustainability is high. Faith based camps must become wise about business practices while always living into and sharing the strong mission of why they exist. Pilgrim Lodge can do both, but the operating model must shift in numerous ways outlined in this plan. As with all of our lives, costs to operate continue to increase. Expenses to operate camp are not going to decline. Sustainability for Pilgrim Lodge must include welcoming more paying guests. Growth in attendance must come from outside the United Church of Christ members and friends. The ministry can continue to serve effectively AND broaden its welcome. We wish you the best in the work ahead, knowing there is great hope for a long future for Pilgrim Lodge – a new future yet to be defined, but full of promise." Kaleidoscope, Inc. <https://www.pilgrimlodge.org/wp-content/uploads/2017/10/PLFall2017KaleidExecSummary.pdf>

After reading the summary, how do you see yourself incorporating the vision of sustainability for Pilgrim Lodge into the practice of your leadership?

5. What particular gifts and skills do you bring to the position of Camp Director? How will you influence our Camp for the future?

6. One of the most serious and longest traditions at Pilgrim Lodge is that of frozen sugary dairy products. Please state your ALL TIME FAVORITE ice cream flavor.

CERTIFICATION

Important, please read carefully and sign.

I hereby certify that the information on this application and all other information otherwise provided is true and correct. I understand that any misrepresentations or omissions will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered. I understand that if I am offered employment, such offer may be conditioned upon the successful completion of a reference check, background investigation, applicable licensure/certification/degree verifications and/or my ability to qualify for a bond if required for the position. If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the Maine Conference UCC can terminate the relationship at will, with or without cause, at any time with or without prior notice. I further acknowledge that the only manner in which the "at will" nature of the employment relationship can be altered is by means of a specific written agreement signed by me and the appropriate supervisor at the Maine Conference.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant's Signature: _____ Date: _____