

Presbytery of Southern Kansas  
Westminster Woods Camp  
Office Intern Application

Description: Will work closely with Office Administrator to answer phone, keep accurate records of camp, check in campers, print reports and labels for each camp, record bills and deposits, build promotional material, keep office organized, and other various responsibilities that will be needed. Salary \$1800 with housing and meals.

Hours 9:00 to 5:00 Monday through Friday.

Starting date May 15th if possible. Ending date July 3rd. (Dates possibly negotiable)

Name \_\_\_\_\_

School Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

Home Address \_\_\_\_\_ Phone \_\_\_\_\_  
Street City State Zip

e-mail address \_\_\_\_\_ cell phone number \_\_\_\_\_

Best Time to Call You: \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_Yes \_\_ No

*(Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 form)*

College or University \_\_\_\_\_ Major/Concentration \_\_\_\_\_

Degree awarded or working toward \_\_\_\_\_

Number of semesters completed \_\_\_\_\_ Anticipated graduation date \_\_\_\_\_

Background or experience

\_\_\_ Accounting

\_\_\_ Event Planning

\_\_\_ Non-profit

\_\_\_ Microsoft office (word, publisher, excel, data base)

\_\_\_ Fundraising

Name \_\_\_\_\_

List any other special skills, interests, and/or training.

Why do you want to serve in this position and what do you hope to learn?

References:

Please provide two professional references. Do not list friends or relatives.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship \_\_\_\_\_ How long have you known this reference? \_\_\_\_\_

Return Completed Applications to:

Westminster Woods Camp

18487 Barber Rd

Fall River, KS 67047

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentation on this form. I authorize the Presbytery of Southern Kansas to conduct a background check and to contact all references to seek job related information about me, I release the churches and all other persons and companies from liability for furnishing or obtaining such information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date