



First English Youth Ministry

326 E. North St. Appleton, WI 54911

Phone: 920-733-2303 Fax: 920-733-7431

www.felc.com

Please mail completed application to the address above or
Email completed form to hschreiner@felc.com

Summer Intern Application Form

The First English Lutheran Church Summer Intern Program exists to provide faith formation and vocational discernment for college-aged men and women. This is accomplished through working together in an intentional Christian community. Each intern is assigned a ministry focus, but the interns work as a team to carry out these ministries. This seasonal position will start at the end of May and run through mid-August. Exact dates are to be determined. Applicants must have completed one year of college or be of the equivalent age and life experience.

Applications for the summer of 2019 will be accepted Nov. 1 through Dec. 31, 2018. Interviews will be scheduled as applications are received. If you have questions, contact Heidi Schreiner, Youth and Summer Ministry Coordinator, at hschreiner@felc.com or call (920)733-2303.

ALL applicants must submit two personal reference forms at the time of application. *It is the policy of First English Lutheran Church to consider all applicants for employment without regard to age, race, color, handicap, sex, national origin, ancestry, military reserve status, sexual orientation, or any other unlawful basis.*

Today's Date _____

Name _____ Male _____ Female _____

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone _____ Cell Phone _____

Permanent E-Mail _____

Will you be at least 18 years old by June 1, 2019? Yes No

Will you be at least 21 by June 1, 2019? Yes No

Rank the following areas of interest in order of your preference (1 being most preferred; 5 being least).

_____ Elementary School

_____ Middle School

_____ High School

_____ Music

_____ Art

EDUCATION INFORMATION

College/University _____

City _____ State _____

Major or academic interest _____

School address _____

City _____ State _____ Zip _____

School e-mail _____

School phone _____

Date you will return home for summer break _____

Present Class level _____ Graduation year _____

Other Schools (High School, College, Technical College) you have attended

School Name _____

Degree _____ Years Attended _____

School Name _____

Degree _____ Years Attended _____

CHURCH MEMBERSHIP

First English is associated with the Evangelical Lutheran Church in America (ELCA); however, our programs serve children and youth from many denominations. It is not necessary for our staff to be Lutheran, however, all must be Christian and should be comfortable in a Lutheran ministry setting.

Home Congregation _____

City _____ State _____

Denomination _____

Pastor(s) _____

Campus Ministry Organization _____

SKILLS AND INTERESTS

For each of the following indicate

- 1 – Strong experience and leadership skills
- 2 – Some experience, could provide leadership assistance
- 3 – Minimal experience, interested in learning
- 4 – Not comfortable in this activity, no interest/experience

___ Dance ___ Group Games ___ Gardening ___ Working with the elderly ___ Sign Language

___ Vocal Music ___ Worship ___ Drama & Skits ___ Public Speaking ___ Camping ___ Outreach

___ Song Leading ___ Video Production ___ Photography ___ Arts & Crafts ___ Communications

___ Musical Instrument(s) _____

___ Teaching Music Lessons-Voice _____

___ Teaching Music Lessons-Instrument(s) _____

___ Sports/Fitness _____

___ Arts (list media) _____

___ Other _____

CERTIFICATIONS

Please list expiration dates of certification(s) you hold:

___ Standard First Aid ___ Advanced First Aid ___ Advanced Life Saving

___ Lifeguard ___ CPR ___ First Responder

EMPLOYMENT HISTORY

Please list past paid and volunteer positions with most recent position first.

1. Employer _____ Position _____

Supervisor _____ Phone _____

Dates of Employment _____ May we contact? Yes No

2. Employer _____ Position _____

Supervisor _____ Phone _____

Dates of Employment _____ May we contact? Yes No

BACKGROUND INFORMATION (Please complete the attached form.)

Do you have a valid driver's license? Yes No

A background check is required for employment at First English. I hereby give First English Lutheran Church permission to perform a background check. Yes No

Signature _____
(By typing your name above, you agree that this is valid as your signature.)

REFERENCES

TWO REFERENCE FORMS ARE REQUIRED WITH THIS APPLICATION FOR NEW and RETURNING STAFF.

Give name, address, telephone number, and relationship of two references who have witnessed your character and/or job performance.

Please do not list relatives or roommates. Make sure to give a reference form to the individuals listed below. (For your convenience, two forms are attached.)

1. _____
2. _____

ESSAY QUESTIONS (Attach a sheet with your typed or hand-written responses.)

REQUIRED FOR NEW APPLICANTS

1. Why do you want to work at First English?
2. Describe your past and/or current experiences working with children, youth and/or elderly.
3. Please write a brief personal statement of faith.
4. What are your gifts? How do you use them currently? How will you use them this summer?

REQUIRED FOR RETURNING STAFF APPLICANTS

1. What impact has working at church had on you and why do you want to work at FELC again?
2. Describe your faith journey since you last worked at church.
3. List three goals you would like to accomplish this summer and strategies for reaching them.
4. In what areas have you grown personally this past year that would affect your position with FELC? Include skills or certifications you have acquired or maintained this past year that will be beneficial for the church community. Also include practical experiences such as being a Resident Assistant, or other leadership positions.

SERVING WITH US

All summer staff are expected to attend and participate in staff training. First English programs are committed to providing a caring attitude toward each person in the context of a Christian Community. We expect loyal service and have set high standards for all FELC employees. We strive to provide a positive and safe environment for all our participants. Your signature on this application indicates that you are willing to work according to this policy. Your signature indicates that you have read this statement and that your application reflects your background and ability fairly. You also grant First English permission to contact your previous employers for verification of employment and your references as needed. By typing your name below, you agree that this is valid as your signature.

Signature _____

_____ Date

First English Lutheran Church Summer Staff Personal Reference

Applicant's Name _____

Position Desired _____

To the applicant: For the benefit of your reference, please indicate your preference to review this form at a later date.
I waive any right of access to this reference form. ___Yes ___No

Signature_____ Date_____

To the reference: The above person has given us your name as a personal reference for a staff position at First English Lutheran Church. We hope you will carefully evaluate the applicant for us. Our goal is to provide quality staff to maintain the high program and safety standards of our ministry. We are seeking mature role models who live out the Gospel as servants to others. To learn more about First English visit our website at www.felc.com. Please comment in the space provided or on an additional sheet.

May we contact you regarding the applicant? ___Yes ___No

Applicant Characteristics

| | | | | | |
|------|---|---|---|-----------|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
| Poor | | | | Excellent | |

Using the scale above, please rate the applicant in the following areas:

Working with Others

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Work Ethic

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Enthusiasm

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Maturity

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Handling Conflict

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Leadership

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Counseling Skills

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Comfortable Sharing his/her Faith

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

1. How long have you known the applicant and in what capacity?

2. Describe the applicant's strengths.

3. In what area(s) does the applicant have room for growth?

4. What situations cause the applicant stress and how do they respond?

5. Would you be willing to have your child under the applicant's supervision? _____

Additional Comments:

Please return promptly to:
Youth and Summer Ministry Coordinator
First English Lutheran Church
326 E. North St.
Appleton, WI 54911
Phone: (920) 733-2303
Fax: (920) 733-7431

Personal Reference Information

Reference Name _____

Address _____

Phone _____

E-mail _____

First English Lutheran Church Summer Staff Personal Reference

Applicant's Name _____

Position Desired _____

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|---|---|---|---|---|----------|

Enthusiasm

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Maturity

| | | | | | |
|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Handling Conflict

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|---|---|---|---|---|----------|
| 1 | 2 | 3 | 4 | 5 | Not Sure |
|---|---|---|---|---|----------|

Leadership

| | | | | | |
|---|---|---|---|---|----------|
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|---|---|---|---|---|----------|

Counseling Skills

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|---|---|---|---|---|----------|
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Phone _____
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