



Application Requirements

2024

Dear Job Applicant,

Thank you for your interest in applying to Kingswood! Please read through this document completely to ensure your application is filled out properly and all required portions are completed. You are able to complete your application online through our website or by paper. Reference letter can be completed through the links found below or on paper. If you would like to complete your application by paper you can either email the application to admin@kingswoodcamp.ca or mail in the application (ATTN: Director, PO Box 543, Kentville NS B4N 3X7). With both our online and paper application please be sure that ALL aspects of the application are submitted. Applications for Round One of hiring are due **January 5th, 2024**. If they are received after this date you will have to wait until the first round of interviews are over to be considered. Round Two Applications are due **February, 23rd 2024**.

If you are **returning staff** (have worked as paid staff for at least one summer in the last 2 years) please submit these aspects of the application:

- 1) Returning Staff Application (online or by paper)
- 2) Resume (can be submitted online through our paperwork uploader, email, or mailed)
- 3) One Christian Leader Reference Form (online at <https://forms.gle/5t5RnwZxJemAHocA7>)
- 4) One Employer/Volunteer Reference Form (online at <https://forms.gle/DXXupe2iBrjT32FP9>)
- 5) Be sure to have read through the job description and if you're interested the Secondary Leadership Team and Spring Team description
- 6) All certifications that pertain to your position (First Aid, Lifeguarding, Food Safety, etc.). These can be submitted online through our paperwork uploader, emailed, or mailed.

If you are a **new staff** please submit the following aspects of the application process:

- 1) Paid Staff Application (online or by paper)
- 7) Resume (can be submitted online through our paperwork uploader, emailed, or mailed)
- 8) Testimony (can be submitted online through our paperwork uploader, emailed, or mailed)
- 2) Three Reference Forms: One is required to be a Christian Leader, and one is required to be an employer or volunteer reference. The third can be whomever you choose as long as they are over the age of 20, are not a family member, and they have known you for at least 2 years. (same links as #3 and #4 above)
- 3) Be sure to have read through the job description and if you're interested the Secondary Leadership Team and Spring Team description
- 9) All certifications that pertain to your position (First Aid, Lifeguarding, Food Safety, etc.). These can be submitted online through our paperwork uploader, emailed, or mailed.

Our list of available positions can be found on our website.

Thank you for your interest in applying as staff at Kingswood Camp this summer. You will be contacted via **email** to schedule an interview (so make sure the email you've provided on the application is one that is checked regularly). Please note that one interview session will be held in New Minas. If you live further than 45 minutes away from the interview site, we will arrange an interview via phone or video call (Zoom, Google Meets, or FaceTime).

Kind regards,
Candice

Candice Main, Executive Director