



# Marmon Valley Farm

Marmon Valley Farm  
7754 State Route 292  
Zanesfield, Ohio 43360

Phone: 937 593-8000  
Fax: 937 593-6900  
info@marmonvalley.com  
www.marmonvalley.com

## Application for Employment

The following positions are available; please check the position(s) for which you are applying:

**Non-Summer/Seasonal**

Part-Time     Full-Time

Stables             Program

Kitchen             Maintenance

Office               Other:

**Summer Only (June – August)**

Part-Time     Full-Time

Trail Guide     Riding Instructor     Kitchen

Maintenance     Program             Other:

## Contact Information

**Applicant Information:**      Date: \_\_\_\_\_

Name (Mr., Mrs., Miss): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Marital Status:  single     married

T-Shirt Size: \_\_\_\_\_ Dress Shirt Size: \_\_\_\_\_

Have you applied for employment at MVF before? \_\_\_\_\_

**Current Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Current Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

**Dates of Availability:**

From: \_\_\_\_\_ to \_\_\_\_\_

Time Off Requested: \_\_\_\_\_

**Emergency Contacts:**

Closest relative: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

**What church do you attend?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Personal Involvement:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employment Eligibility:**

Are there any reasons you may have difficulty in performing any of the essential elements of the job for which you have applied?

Yes (explain): \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been convicted of a felony or charged with or convicted of child abuse or unlawful sexual offense?

Yes (explain): \_\_\_\_\_ No: \_\_\_\_\_

## Experience

Please list any ministries you have participated in or have been associated with and any leadership positions you held.

Dates	Name of Ministry	Participation or leadership position held

## References

Please list the names and phone numbers of 3 people, including your Pastor/Youth Pastor and a former employer, who could comment on your character. Do not include relatives. Give a recommendation form (found at the end of this application) to each person listed here to fill out and return to our office.

Name	Address	City, State, Zip	Phone

## Employment and Education

Please list the name and address of your most recent employers.

Organization	Supervisor	Phone	Address	City, State, Zip

Please record your current level of education.

School	Current Grade Level	Graduation Year	Major

## Medical

The Farm environment can be dry, hot and dusty, and the physical labor can be strenuous. If employed, you will be actively involved with horses and other farm animals. You will be around straw, hay, grains and other agriculture. We have no air-conditioned accommodations. Please answer the following questions concerning your medical and health history.

Yes  No Are you in good health? If no, please explain

Yes  No Do you have asthma?

Yes  No Any physical disabilities? If yes, please explain

Yes  No Any allergies? If yes, please explain

Yes  No Any special dietary needs? Please explain

## Skills and Certifications

Please indicate your level of experience in each of the skills listed below on a scale from 0-5. Zero being no experience and 5 being very experienced.

Personal Skills Applicable to Marmon Valley Summer Camp				
Stable Area	Maintenance	Service	Program Activities	Office
<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Carpentry	<input type="checkbox"/> Cooking	<input type="checkbox"/> Archery	<input type="checkbox"/> Data Entry
<input type="checkbox"/> Riding Instruction	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Serving	<input type="checkbox"/> Camp Crafts	<input type="checkbox"/> Typing
<input type="checkbox"/> Trail Guiding	<input type="checkbox"/> Mowing	<input type="checkbox"/> Baking	<input type="checkbox"/> Climbing Wall	<input type="checkbox"/> Email
<input type="checkbox"/> Vaulting	<input type="checkbox"/> Cleaning / Laundry	<input type="checkbox"/> Dish Washing	<input type="checkbox"/> Low Ropes	<input type="checkbox"/> MS Office
<input type="checkbox"/> Ground Driving	<input type="checkbox"/> Farming		<input type="checkbox"/> Worship Leading	<input type="checkbox"/> QuickBooks
<input type="checkbox"/> Horse Training	<input type="checkbox"/> Small Animal Care		<b>Waterfront</b>	<input type="checkbox"/> MS Frontpage
<input type="checkbox"/> CHA Certification			<input type="checkbox"/> Lifeguard/ CPR	
<input type="checkbox"/> English			<input type="checkbox"/> Swimming	
<input type="checkbox"/> Western				

**Are you currently certified in any of the following? (List expiration Date)**

CPR                       EMT                       WSI                       Other  
 Life Guard                       First Aid                       WRF/WFA

## Questions

Please answer the following questions concisely and simply in a manner that reflects your own understanding of the topic. Call if you need clarification. You may use a separate sheet of paper if necessary.

### 1. THEOLOGY

**A. Describe what it means to be right with God? How does one become right with God?**

**B. Respond to 1 John 5:13; how can you know if you have eternal life?**

**C. Include on a separate sheet of paper a concise testimony of God's grace in bringing you to Himself for salvation.** (Include when you trusted Christ and how you know you have eternal life).  
Please note: Your application will not be processed without a copy of this testimony.

### 2. SPIRITUAL READINESS

**A. How are you currently pursuing growth in the Lord?**

**B. Describe how you are serving the Lord right now where you are at?**

**C. What part does repentance play in your relationship with God?**

**D. Of what value is the Bible to you? How is it a part of your life?**

**E. Please state briefly your views on each of the following:**

- **Drinking Alcoholic Beverages:**
  
- **Smoking:**
  
- **Marijuana, Drugs:**
  
- **Homosexuality:**
  
- **Sexual Immorality:** (including premarital sex, pornography, etc...)

**G. Are you currently participating in any of the above activities? If yes, explain**

## Employment Policies

### AFFIRMATION OF MISSION AND DOCTRINE

Marmon Valley Farm is an independent, nondenominational Christian farm park dedicated to providing wholesome (Christ exalting) outdoor, farm-style recreation, education and accommodations for families, churches and youth throughout Ohio. (Family Farm Fun!)

#### Statement of Faith

- We believe the Bible to be the inspired word of God, infallible, authoritative and sufficient for all matters of faith and conduct. (2 Timothy 3:16, 2 Peter 1:20-21)
- We believe in the triune God: God the Father, God the Son, and God the Holy Spirit. (Matthew 28:19, 2 Corinthians 13:14)
- We believe Jesus Christ was God in the flesh, born of a virgin, lived a perfect life, died as a substitute for our sins, arose after three days in the grave, ascended into heaven and is coming again to receive His elect. (Isaiah 7:14, 1 Corinthians 15:3-4, 1 Thessalonians 4:13-18)
- We believe in the total depravity of man, the reality of sin and necessity of the new birth in salvation by grace through faith in Jesus Christ (Romans 1:18-32, John 3:3)
- We believe that salvation is solely by God's sovereign grace through faith alone, apart from any works or any religious rituals. (Ephesians 2,8-10, Galatians 3:1-4)
- We believe in the finished work of the Lord Jesus Christ, who died on behalf of spiritually dead sinners once and for all. (Ephesians 2:1-9, John 1:12)
- We believe in the Person of the Holy Spirit and His work of conviction, regeneration, and sanctification, who indwells every believer equipping them with gifts for service and witness. (1 Corinthians 12:13, Romans 8:9-11, Hebrews 2:1-4)

### STANDARDS OF CONDUCT

Because of this unique position we ask that you understand and comply with the following policies of conduct while employed at Marmon Valley Farm...

1. Although each staff member will be hired with a primary area of service in mind, the very nature of the camping ministry requires flexibility and a servant's attitude as you may be asked to serve in different areas during the summer.
2. Each staff member will receive a 24-hours off each week. It is essential to your spiritually vitality that you regularly worship in a local church.
3. Since MVF's stated purpose is to proclaim the good news of Jesus Christ, we are seeking committed and growing Christians to serve with us on staff. Staff members are expected to give of themselves in an unselfish manner to serve others and to assist one another to accomplish the tasks that arise.
4. To best accomplish unselfish service each staff member must support decisions made by MVF leadership and that if disagreements arise they are handled in a Biblical fashion and not by gossiping.
5. Staff members are to refrain from drinking alcohol, using tobacco, premarital sex, and participating in other forms of immorality whether on or off of camp property. Failure to comply will result in immediate dismissal.
6. Although views may vary on secondary doctrinal issues, and matters of Christian liberty we ask that everything be done in moderation, with others in mind, while you serve as a role model for Christ. Our teaching emphasis towards guests focuses on the essentials of the gospel message.
7. Dress is to be modest and professionally appropriate for the department in which you serve. Similarly, employees must present themselves in a professional manner; therefore, visible body piercing is not permitted while on camp property, hair must be groomed and overall hygiene observed.
8. Please seek to glorify God in all you do.

## Standards of Conduct continued

This is the standard we ask you to uphold. If you disagree with any of the above statements please discuss the issue immediately with the camp director and/or program director or find another camp. Any infraction of these policies may result in discipline or dismissal. **If hired as an employee for Marmon Valley Farm, Inc, I agree to abide by the above policies. I understand that failure to do so will result in discipline or dismissal. Additionally, I am in agreement with the above doctrinal position and can willingly support the mission and purpose of the camp.**

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Employee Signature

Date

## OUR HIRING PROCESS

1. Thoroughly complete the application packet and return to Marmon Valley Farm.
2. Select three references and instruct them to complete a reference form and return it to The Farm.
3. We receive many applications for a limited number of available positions. We will contact applicants who have passed through our initial application review process in order to schedule an interview (phone or face-to-face). Not all applicants will be contacted for further interviewing.
4. Qualified applicants may be offered a position anytime after completing an interview.
5. All applicants tentatively selected for a position may be required to submit a urinalysis to screen for substance abuse and a fingerprinted background check (if 18 or older) prior to final job offer. *Positive drug test means no job.* Once employed, post-accident drug screening may be required by MVF if supervisors deem it necessary.

## AFFIRMATION OF ACCURACY

I certify that everything in this application is true and correct. I understand that Marmon Valley Farm may contact my references and my past employers. I also understand that Marmon Valley Farm will require a criminal record check conducted on me and that a urinalysis test for substance abuse may be required for pre-employment and post accident situations, and I agree to cooperate with these policies. I understand that these tests may be required at my expense. Furthermore, I understand the Christian discipleship nature of this position and the requirements set forth in this application.

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Employee Signature

Date

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Parent/Guardian Signature (Required for applicants under the age of 18)

Date

**It is recommended that you retain a copy of the Employment Policies for your records. Questions about this application or hiring process can be directed to Kyle Augsburger at 937-593-8000 or [kyle@marmonvalley.com](mailto:kyle@marmonvalley.com).**

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# Summer Staff Recommendation

*For employment at Marmon Valley Farm*

## To the Reference:

Thank you for taking a few moments to honestly review the character and work ethic of the applicant for which this form is regarding. Marmon Valley Farm is a Christian retreat center and riding stable in west central Ohio. We only employ individuals with the highest level of integrity and who genuinely demonstrate character that is worth modeling. The Farm is an intense work environment requiring hard work, the ability to work independently and to make good decisions. Your recommendation is an important part of our hiring process. Please contact Marmon Valley Farm if you have questions about this form; (937)593-8000. Thank you for your time.

## To the Applicant:

**Give this form to each reference listed on your application.**

- Print your name and the position for which you are applying in the spaces below.
- Provide a stamped and addressed envelope for each form.

### This box is to be completed by the applicant

Applicant's Name \_\_\_\_\_ is applying for the position of \_\_\_\_\_

I hereby waive my right to examine the following recommendation \_\_\_\_\_  
Applicant's Signature (optional \*\*)

## Character Reference

### This box is to be completed by the reference

Reference Name \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Organization \_\_\_\_\_ Hm. Phone \_\_\_\_\_

Address \_\_\_\_\_ Wk. Phone \_\_\_\_\_

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

**2. Does the applicant demonstrate a lifestyle committed to spiritual growth and moral integrity?**

\_\_\_Never \_\_\_At Times \_\_\_Usually \_\_\_Almost Always      Comments:

**3. List strengths and weaknesses the applicant exhibits? Be specific – physical, emotional, spiritual.**

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

**4. Does the applicant work respectfully and willingly under authority?**

\_\_\_Never \_\_\_At Times \_\_\_Usually \_\_\_Almost Always      Comments:

## Recommendation for employment *continued*

**5. What three adjectives best describe the applicant and why?**

Examples: Leader- take-charge personality, Well-liked- good relationships with people around her, Flexible- can work with a changed schedule without getting stressed-out, Cooperative- works well with a group, Joyful- the love of Christ is shines through her.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**6. Would you place YOUR child under the direct charge and influence of this applicant?**

Yes     No    Comments/Reservations:

**7. Please assess the applicant's readiness and ability to work with children and peers in an intense camping experience.**

**8. Please rate the applicant on the following characteristics to the best of your knowledge. Check No Knowledge if you have insufficient information to rate the applicant.**

	Excellent	Good	Fair	Poor	No Knowledge/ Unable to Answer
A. Good Judgment					
B. Maturity					
C. Teamwork					
D. Work Ethic					
E. Emotional Balance					
F. Friendliness					
G. Integrity					
H. Outgoing					
I. Adaptability/ Flexibility					
J. Leadership Skills					
K. Experience with Children					
L. Attitude					
M. Temper Control					
N. Tact					
O. Teachable/Humility					

**9.  I recommend     I recommend with reservations     I do not recommend this person for this position**

**10. Any other comments?**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Would you like to discuss further the recommendation of this applicant?**     Yes     No     If needed

\*\*Federal law gives applicants the option to waive their rights to see specific letters of recommendation. If the applicant has not signed the waiver statement on the reverse side, we will assume that you are giving the information with full knowledge that it may be seen by the applicant. If the above waiver is signed, the information will remain confidential.

**Please Return To:** Marmon Valley Farm – HR Dept - 7754 SR 292 S. - Zanesfield, Ohio 43360



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## To the Applicant:

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### This box is to be completed by the applicant

Applicant's Name \_\_\_\_\_ is applying for the position of \_\_\_\_\_

I hereby waive my right to examine the following recommendation \_\_\_\_\_  
Applicant's Signature (optional \*\*)

## Character Reference

### This box is to be completed by the reference

Reference Name \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Organization \_\_\_\_\_ Hm. Phone \_\_\_\_\_

Address \_\_\_\_\_ Wk. Phone \_\_\_\_\_

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

**10. Does the applicant demonstrate a lifestyle committed to spiritual growth and moral integrity?**

\_\_\_ Never \_\_\_ At Times \_\_\_ Usually \_\_\_ Almost Always Comments:

**11. List strengths and weaknesses the applicant exhibits? Be specific – physical, emotional, spiritual.**

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

**12. Does the applicant work respectfully and willingly under authority?**

\_\_\_ Never \_\_\_ At Times \_\_\_ Usually \_\_\_ Almost Always Comments:

## Recommendation for employment *continued*

### 13. What three adjectives best describe the applicant and why?

Examples: Leader- take-charge personality, Well-liked- good relationships with people around her, Flexible- can work with a changed schedule without getting stressed-out, Cooperative- works well with a group, Joyful- the love of Christ is shines through her.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 14. Would you place YOUR child under the direct charge and influence of this applicant?

Yes     No    Comments/Reservations:

### 15. Please assess the applicant's readiness and ability to work with children and peers in an intense camping experience.

### 16. Please rate the applicant on the following characteristics to the best of your knowledge. Check No Knowledge if you have insufficient information to rate the applicant.

	Excellent	Good	Fair	Poor	No Knowledge/ Unable to Answer
A. Good Judgment					
B. Maturity					
C. Teamwork					
D. Work Ethic					
E. Emotional Balance					
F. Friendliness					
G. Integrity					
H. Outgoing					
I. Adaptability/ Flexibility					
J. Leadership Skills					
K. Experience with Children					
L. Attitude					
M. Temper Control					
N. Tact					
O. Teachable/Humility					

9.  I recommend     I recommend with reservations     I do not recommend this person for this position

10. Any other comments?

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Would you like to discuss further the recommendation of this applicant?  Yes     No     If needed

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I hereby waive my right to examine the following recommendation \_\_\_\_\_  
Applicant's Signature (optional \*\*)

## Character Reference

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Reference Name \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

Organization \_\_\_\_\_ Hm. Phone \_\_\_\_\_

Address \_\_\_\_\_ Wk. Phone \_\_\_\_\_

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

**18. Does the applicant demonstrate a lifestyle committed to spiritual growth and moral integrity?**

\_\_\_ Never \_\_\_ At Times \_\_\_ Usually \_\_\_ Almost Always      Comments:

**19. List strengths and weaknesses the applicant exhibits? Be specific – physical, emotional, spiritual.**

Strengths: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

**20. Does the applicant work respectfully and willingly under authority?**

\_\_\_ Never \_\_\_ At Times \_\_\_ Usually \_\_\_ Almost Always      Comments:

## Recommendation for employment *continued*

**21. What three adjectives best describe the applicant and why?**

Examples: Leader- take-charge personality, Well-liked- good relationships with people around her, Flexible- can work with a changed schedule without getting stressed-out, Cooperative- works well with a group, Joyful- the love of Christ is shines through her.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**22. Would you place YOUR child under the direct charge and influence of this applicant?**

Yes     No    Comments/Reservations:

**23. Please assess the applicant's readiness and ability to work with children and peers in an intense camping experience.**

**24. Please rate the applicant on the following characteristics to the best of your knowledge. Check No Knowledge if you have insufficient information to rate the applicant.**

	Excellent	Good	Fair	Poor	No Knowledge/ Unable to Answer
A. Good Judgment					
B. Maturity					
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M. Temper Control					
N. Tact					
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9.  I recommend     I recommend with reservations     I do not recommend this person for this position

10. Any other comments?

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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