

Application for Employment – Executive Director

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.

Please read carefully and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must still be answered.

Part A – General Application

Position Applying For	
Date You Can Start Work	
Salary Desired	

Personal Information

Name (Last, First, Middle)	
Street Address / Mailing Address	
City / State / ZIP	
Home Phone	
Cell Phone	
Email	
Do you have a High School Diploma or GED?	☐ Yes ☐ No

Position Information

Check all that you are willing to work.

Hours	☐ Full-Time ☐ Part-Time
Schedule	☐ Days ☐ Evenings ☐ Weekends
Employment Status	☐ Regular ☐ Temporary / Seasonal

Are you authorized to work in the U.S. on an unrestricted basis?	☐ Yes ☐ No
Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you from employment.)	☐ Yes ☐ No
If yes, please explain:	
Have you been told the essential functions of the job, or have you viewed a copy of the job description listing those essential functions?	☐ Yes ☐ No

Can you perform these essential functions with or without reasonable accommodation?

☐ Yes ☐ No

Qualifications — Education & Training

List any education or training: schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree / Diploma	City / State
High School			
College / University			
Other (Vocational, Technical, Military)			

Special Skills & Experience

List any special skills or experience that would help you in this position (leadership, ministry, organizations, teams, certifications, etc.).

References

List three professional references, including at least one pastoral or spiritual reference and at least two professional references with full name, address, phone number, and relationship. If you do not have three references, list personal, unrelated references.

#	Name	Address (City / State)	Phone	Relationship
1				
2				
3				
4				

Work History

Start with your present or most recent employment and work back. Include paid and unpaid positions. Use a separate sheet if necessary.

Position 1			
Job Title		Employer / Company	
Start date (mo/yr)		End date (mo/yr)	
Supervisor		City	

State		Phone	
Reason for Leaving			
Duties			
May we contact this employer?	☐ Yes ☐ No ☐ Not at this time		

Position 2			
Job Title		Employer / Company	
Start date (mo/yr)		End date (mo/yr)	
State		City	
Supervisor		Phone	
Reason for Leaving			
Duties			
May we contact this employer?	☐ Yes ☐ No ☐ Not at this time		

Position 3			
Job Title		Employer / Company	
Start date (mo/yr)		End date (mo/yr)	
State		City	
Supervisor		Phone	
Reason for Leaving			
Duties			
May we contact this employer?	☐ Yes ☐ No ☐ Not at this time		

Position 4			
Job Title		Employer / Company	
Start date (mo/yr)		End date (mo/yr)	

State		City	
Supervisor		Phone	
Reason for Leaving			
Duties			
May we contact this employer?	☐ Yes ☐ No ☐ Not at this time		

Part B – Faith and Character

Thank you for your interest in serving ISCR. The questions laid out below are to help us better understand both your professional qualifications and your walk of faith. Please complete each question thoughtfully and honestly, and submit this form together with the materials listed in Part E. All applicants are asked the same questions. These questions may be discussed further during the interview process.

1. In your own words, define what it means to be a Christian?

2. Describe your relationship with a local church, including the church name and affiliation/denomination, whether you are a member, and your current areas of service or involvement?

3. What authority does the Bible hold in your life, and how does that shape the way you lead and make decisions?

4. What does a Christian worldview mean to you, and how would you expect it to shape the way a ministry like Ironwood Springs operates and serves?

5. A Christian leader is most effective when he or she models the Christian life. Share what that looks like for you across your personal habits, values, relationships, and use of time?

6. Share your personal faith testimony, including how and when you came to faith in Christ?

Part C – Strengths, Leadership & Fit

7. Everyone has areas of strength and areas of growth. What do you, and those who know you well, consider your greatest strengths or gifts to be? What skills are essential to this role but not among your natural strengths, and how would you compensate for them?

8. What aspects of your background and experience make you uniquely qualified to lead Ironwood Springs?

9. Why are you interested in this role, and what excites you most about Ironwood Springs' mission (see Part D)?

10. Briefly describe your experience with fundraising, donor relationships, or development?

11. Describe your approach to leading and caring for a staff team, especially through change or a demanding season?

12. In your own words describe your leadership style?

Part D – Statement of Faith and Purpose

Statement of Faith:

Our Bible: We believe that the Old and New Testaments are verbally inspired of God; without error and are our final authority in faith and practice (2 Timothy 3:16).

Our God: We believe there is one God, infinite, true, perfect, and eternal; existing in three persons which we call the Trinity – Father, Son, and Holy Spirit (Matthew 3:16-17).

Our Condition: We accept the Genesis account of man's creation and fall. We believe that man was created in the image of God and that he sinned, thereby bringing both physical and spiritual death (Romans 5:12).

Our Savior: We believe that Jesus Christ is the Son of God, born of a virgin, sinless, and that He voluntarily took upon Himself in human flesh our sin at the cross, and through His death and resurrection, He provided eternal life for all men who will, by faith, receive Him as their personal Savior (John 1:12).

Our Hope: We believe that Christ is alive and could come at any moment to take all born again Christians to be with Him in Heaven. We are instructed to be watchmen; ready for Him at any time and trust that everyone using this ranch will come to know Christ as personal Savior and share in this blessed hope (Titus 2:11-13).

Statement of Purpose/Mission/Vision:

Purpose: Honor God, Love People

Vision: To provide a Christ-centered, healing community that promotes joy and glorifies God.

Mission: To share the love of Christ with our community by serving those with disabilities and unique challenges through transformational experiences at a Christian camp.

Statement of Faith Agreement:

Ironwood Springs Christian Ranch is a Christ-centered ministry, and our ability to fulfill that mission depends on a staff united in faith and purpose. As a condition of employment, all staff are asked to read, affirm, and conduct themselves in a manner consistent with ISCR's Statement of Faith throughout their employment.

I have read the Ironwood Springs Christian Ranch Statement of Faith. I affirm that I hold these beliefs as my own, and I agree to conduct my life, both on and off duty, in a manner consistent with these convictions during my employment with ISCR.

Applicant Signature: _____

Printed Name: _____ **Date:** _____

Certification & Acknowledgment:

By signing below, I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in my dismissal. I authorize Ironwood Springs Christian Ranch to investigate any of the facts set forth in this application and release it from any liability. Ironwood Springs Christian Ranch may contact any references listed on this application.

I acknowledge and understand that Ironwood Springs Christian Ranch is an “at-will” employer. Therefore, any employee (regular, temporary, or other category of employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, and with or without notice to the other party.

Applicant Signature: _____

Printed Name: _____ **Date:** _____

Part E — Required Materials

Please submit the following together with this application. Incomplete submissions may not be considered.

- ☐ Cover letter.
- ☐ This completed application (Parts A – C).
- ☐ Signed agreement with Ironwood Springs’ Statement of Faith and Purpose (see Part D).