



Dear Applicant,

Greetings from Holden Village! Thank you for your interest in being a part of Holden's full-time staff. By applying to be an employee in the Village you need to be prepared to assume a key position of leadership. As you complete the application packet, please provide as much detail as possible about the skills and gifts you believe you can bring to the specific job for which you are applying, as well as to the Village community where you would live. While it is not required, previous volunteer staff experience is preferred.

This application packet includes the following forms: the employment application with essay questions, reference form, staff covenant and background check. *Before* applying, please read our Employee Handbook and visit our website [www.holdenvillage.org](http://www.holdenvillage.org) to learn more about requirements, positions, openings, benefits and Village life.

If you are applying with your family, each adult must submit a completed application packet. (**Note:** Some adult family members may be applying for long-term volunteer positions rather than an employment position. There is a separate tab on the website to review available volunteer positions and the expectations and benefits related to volunteering in the Village.) Parents should introduce children under 18 in their application and include a health form and reference for each child. Please read the additional information for family applicants online before applying.

Please email your completed application, except your Health form, as an attachment to [staffing@holdenvillage.org](mailto:staffing@holdenvillage.org) OR mail it to:

Staff Coordinator  
Holden Village  
HC 0 Box 2  
Chelan, WA 98816-9769

Once we have received all your application materials (including all references), we will notify you that your application is complete. Potential employees will likely be asked to participate in a telephone interview and/or an in-person interview here in the Village. We want to be as sure as possible that any Holden job would be a good fit for you and for the Village. It normally takes 3-4 weeks for a decision to be made, but it can take a few months. Although there are exceptions, we usually fill positions 3-4 months before they open.

If you are offered a position on our staff, that offer will be contingent upon a review of your Health and Wellness form by our Medic and possibly also our Medical Director. Please mail this form directly to:

Medic  
Holden Village  
HC 0 Box 2  
Chelan, WA 98816-9769

If you have any questions, concerns or would like to check-in about your application, we encourage you to contact us via mail or email any time during the application process. We look forward to hearing from you!

Peace,

Staff Coordinator

HC 0 Box 2 • Chelan, Washington 98816-9769  
[www.holdenvillage.org](http://www.holdenvillage.org)

# Holden Village Employment Application

1. Name: \_\_\_\_\_  
(FIRST) (MIDDLE INITIAL) (LAST)

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Present Address (We will send all information to this address unless you indicate otherwise):

\_\_\_\_\_  
STREET CITY STATE ZIP

Permanent Address:

\_\_\_\_\_  
STREET CITY STATE ATE ZIP

E-Mail Address: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ (home or cell)

2. (optional) Faith Affiliation: \_\_\_\_\_ Home Congregation: \_\_\_\_\_

3. Have you ever been to Holden Village? \_\_\_\_\_ When? \_\_\_\_\_

Have you ever been on Holden staff before? \_\_\_\_\_ When? \_\_\_\_\_ In what position? \_\_\_\_\_

How did you find out about Holden Village? \_\_\_\_\_

4. Position for which you are applying: \_\_\_\_\_

5. Cover Letter and Resume: Please attach a cover letter addressing your interest in this position and a current resume of your work and education.

6. Available dates for arrival. \_\_\_\_\_

Explain any circumstances that may affect your arrival date and moving to

HoldenVillage? \_\_\_\_\_

7. How long would you like to serve the Village in the position for which you are applying? \_\_\_\_\_

8. Are there any physical and/or emotional issues that may be a concern due to the remote wilderness location and time it may take (4 hours minimum and up to 4 days in the winter) to get to a health care provider?  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

9. Essays: Keep in mind that because of our remote location having in-person interviews are difficult. These essays allow us to get to know you. Please answer the questions below on a separate page.

### Mission and Ministry:

- Why do you believe this is the right time to work and live at Holden Village?
- If applicable, describe your past experience at Holden, and its significance in your life.
- Reflect on the Vision, Mission and Core Values. Explain how these principles would influence your decisions as a leader in the Village.
- All staff members play a role in hospitality. What is your understanding of hospitality and how do you envision being a leader in fostering hospitality?

### Experience and Leadership

- Describe specific work or educational experiences relevant to the position for which you are applying.
- Describe an experience where you have made decisions as a part of a team.
- Describe your leadership style with examples, including any experience you have supervising people. Reflect on how supervising and leading volunteers might be different than your past experience with employees.
- Describe a time when you have dealt with conflict and what you learned from that experience.

**Village Life and Self-Care**

- i. How do you see your particular gifts and interests contributing to Village life? What do you think you will gain from being part of the Village community?
- j. What are some of the spiritual, work, and personal issues coming up in your life right now?
- k. What are some of the ways you manage stress and, in general, take care of yourself?
- l. How do you think you will respond to and adjust to living in a small community that is remotely located with limited access to internet and communication? What are some advantages and disadvantages to remote living?

**If you are applying as a family, please answer the following essay questions:**

- m. How do you see your family transitioning to life at Holden? Describe possible challenges for your family.
- n. How do you envision your child(ren) at our remote and small Holden School? Please describe any special educational needs. (Special education needs that are provided by the school district are not available on site.)

10. **Criminal History:** Have you ever been convicted, pled guilty or no contest, or forfeited bond or collateral on a felony or Misdemeanor with a release date from prison/jail less than 10 years ago?  No  Yes  
 If yes, please list all crimes and attach an explanation. (Do not include convictions for which the record has been sealed, expunged or eradicated.) A criminal history will not necessarily limit your invitation as a volunteer staff member. We will consider the nature of the crime, nature of the job, length of time since the crime, and evidence of rehabilitation.

11. **References:** Your application will be complete when your reference(s) arrive.

Since you are applying for **long-term employment** (1 year or more), we require **3 references**, including one from a *current or former employer*. Only one reference can be submitted from someone currently living in the Village. \*\*

**If you are applying as a family with children**, include a letter of introduction for each of your children in your own application and a letter for each child from a non-family member.

\*\*Note: Only 1 reference form is included in this packet.

Name: _____	Relationship: _____
Name: _____	Relationship: _____
Name: _____	Relationship: _____

You may decide if you wish to have access to this information or not by completing and signing here.

I waive my right to view this reference       I do *not* waive my right to view this reference

\_\_\_\_\_  
**(Applicant's Signature)**

**12. Please attach a current portrait of you or your family.** (This is not required to make your application complete, but it helps us begin putting a face with the name on your application.)

13. **Please read the Employee Handbook** before you send in your application (found online at [www.holdenvillage.org](http://www.holdenvillage.org)). It contains information that is unique and important to being on staff at Holden Village. Please place an (x) here  to indicate you have read the whole handbook. If you are applying as a family, also read the additional information for families on the website.

# Holden Village Reference Form

NAME OF APPLICANT: \_\_\_\_\_

The above applicant is interested in an employment opportunity at Holden Village. Your open and honest responses to the questions on this form will help us in being sensitive to the applicant's abilities and needs. We appreciate your help in providing an assessment of the applicant. The applicant had the option to waive their right to view the reference on their application. If you are interested in whether or not the applicant can have access to this, please contact staffing.

Some background information on Holden may be helpful:

Holden Village is a center for renewal, a Lutheran ministry, welcoming *all* people into the wilderness to be called, equipped, and sent by God. The center of our lives is the Good News of Jesus Christ, which opens us to ourselves, each other, and all the issues facing humankind. We expect staff to come prepared to share their gifts and energies in this ministry of hospitality and service. All staff commit to attending daily worship, serving in a work position supporting the operation of the Village and living within safety policies. While our commitment includes being a place of Christian care for those who need extra support, we also need to know who our employees are before they arrive so that we are prepared to be of assistance while they are with us. See our web site at [www.holdenvillage.org](http://www.holdenvillage.org) for more detailed information.

After completing the questions below (feel free to use additional pages), please return this form to:  
Staff Coordination, Holden Village, HC0 Box 2, Chelan, WA 98816  
or email as an attachment to: [staffing@holdenvillage.org](mailto:staffing@holdenvillage.org)

## THANK YOU FOR YOUR ASSISTANCE!

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

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Have you been to Holden Village? \_\_\_\_\_ When? \_\_\_\_\_

In what capacity? (X all that apply) staff \_\_\_\_\_ teaching staff \_\_\_\_\_ guest \_\_\_\_\_ other \_\_\_\_\_

1. Describe the applicant.

2. How does the applicant integrate faith and daily life? What do you feel this person would contribute as a member of a Christian community? What would she/he gain?



## Holden Village: Vision, Mission, and Core Values

The Vision of Holden Village is the love of God making new the church and world through the cross of Jesus Christ.

The Mission of Holden Village, a Lutheran ministry, is to welcome all people into the wilderness to be called, equipped and sent by God as we share rhythms of

- Word and sacrament
- work, recreation and study
- intercession and healing.

### Holden Village Core Values

**WORSHIP:** We are grounded and united in daily Gospel-centered worship. **THEOLOGY:** We interpret Word, sacrament, and daily life through the Lutheran theology of the cross. **HOSPITALITY:** We offer lavish hospitality to all. **VOCATION:** We believe that God calls all persons to love and serve God and neighbor. **DIVERSITY:** We celebrate the unity and diversity of all God's children. **GRACE:** We offer ourselves to one another in mutual forgiveness, conversation and respect. **SHALOM:** We trust God's mercy as we pray and work for justice and peace. **ECOLOGY:** We celebrate and seek to serve creation's well being through faithful patterns of daily living. **GIFTS:** We express gratitude to God for extravagant gifts of creativity, imagination and ingenuity in all who volunteer. **STUDY:** We value critical thinking, provocative discussion, and the integration of learning and experience. **REST:** We embrace God's gift of sabbath by offering refreshment to those who are weary. **PLACE:** We commit to be grateful stewards of the surprising gift of Holden Village and its place in the wilderness. **COMMUNITY:** We believe that the Holden community includes all who care for Holden through their labor, gifts and prayers. **HILARITY:** We love that holy hilarity returns us to the joy and freedom of the Gospel, which alone overcomes all our lapses of mission, strategies, goals, garbology, dissteam, work, and relationships.

## Holden Village Employee Staff Covenant

- LEADERSHIP – Holden Village relies on a few employees to provide consistent leadership within an ever-changing Village. In fulfilling an employee position, you provide leadership in the Village by articulating and carrying out the mission and ministry of Holden Village.
- WORSHIP - calls us to our purpose and identity as a community. As Villagers, we all agree to the discipline of attending daily worship.
- HOSPITALITY - Whatever one's position on staff, one of our primary ministries is hospitality to all people who step off the bus and into life at Holden. This includes sharing meals with strangers, engaging in conversation, and reaching out to one another through a kind word or deed.
- WORK and VILLAGE RESPONSIBILITIES – Our work is a combination of the positions we fill in the Village as well as the additional roles that contribute to our common life together.
  - Employees are hired into specific, full-time positions, usually for a multiple year commitment. As a supervisor of volunteer staff members and as someone who carries the responsibility for ensuring that the Village is functional, work hours will be determined by the needs of the day/week/season, and therefore, will vary extensively. Managers are typically on-call for emergencies.
  - All staff members serve in a variety of roles supporting common Village life. This includes dish teams, garbology teams, and stoking rotations (in the winter), as well as additional roles, such as first response team, fire brigade, assisting at the Holden school, helping with worship, fall inventory, etc. Position responsibilities and activities are to be scheduled around these tasks.
- STAFF MEETINGS - The entire Holden staff meets to introduce newly arrived volunteers, say goodbye to departing ones, discuss important issues, and share information relevant to life in the Village. Employees are expected to attend all staff meetings during their stay at Holden.
- VILLAGE SAFETY - All members of the staff are expected to participate in maintaining a safe environment, to follow Village safety policies, and abide by the law while on staff:
  - No drinking of alcohol by persons under 21.
  - No provision of alcohol to anyone under 21.
  - No use or possession of illegal drugs (including marijuana).
  - No possession or use of firearms, including those for hunting purposes without express written permission from a director.
  - No harassment and/or assault of any staff member or guest.
  - Those serving on fire brigade, first response and other on-call positions must be ready to respond in emergency situations.

Violation of any of the above is reason for immediate dismissal from the Village.

I have read and understand Holden's mission and the employee covenant. I commit to abide by this covenant, and I will support others in keeping this covenant. No term of employment is guaranteed; it is understood that failure to comply with any one of the terms of this covenant can result in immediate termination of employment. I understand my employment at Holden is "At Will." Either employer or employee can terminate it, with or without cause or notice, at any time. No agreement to the contrary is valid, unless it is in writing and signed by a Director.

Print Name

Signature

Date

11/11/2016