



## 2019 Staff Application *Food Service Staff*

***Thank you for your interest in Legacy International's Global Youth Village!***

We appreciate your efforts in completing this form. Responses are confidential. (If you are an **alumni staff**, please email us at [staff@legacyintl.org](mailto:staff@legacyintl.org) regarding re-applying. *You do not need to fill out this application!*)

**Before applying:**

- Visit the GYV web site's employment section describing the [staff experience](#), as well as reviewing the job description for the [position\(s\)](#) you are interested in applying for.
- GYV 2019 staff dates are **June 25 – August 8, 2019**. Make sure you are available for this full time span. *New staff are required to attend staff training. NOTE: select positions require earlier start dates. This will be discussed during interview.*
- *Non-US citizens living abroad:* Food Service jobs at GYV are only open to those eligible to work in the U.S. (U.S. citizen, green card, etc.) We can also consider international university students *currently studying in the U.S.* If questions, please contact [staff@legacyintl.org](mailto:staff@legacyintl.org).

Once a complete application is received, the process can take between 3 – 8 weeks. Telephone, skype, or in-person interviews will be arranged for select candidates. Interviews typically begin in late February.

There is no application deadline. Most hiring decisions are made in March through early May. As positions are filled, they will be noted as closed on the GYV website's [Positions](#) page.

**Check List - Please be sure your application includes the following:**

- ☐ *Short essay question responses.* (May send as a separate attachment.)
- ☐ *Resume.*
- ☐ *Two written references.* References may arrive later than the application. We can begin review of your application without your references. (Download a reference form at: <http://www.globalyouthvillage.org/work-with-us/staff-application/>)

***Completed applications may be sent*** via email, fax or "snail mail" to:

Staff Director, Global Youth Village  
1020 Legacy Drive  
Bedford, VA 24523

Email: [staff@legacyintl.org](mailto:staff@legacyintl.org)  
Fax: 540.297.1860

**Questions?** Please do not hesitate to email!

Office use only: Rec'd:

Ackn:

Preintv:

Intv. date/time:

Hire:

Rej:



1020 Legacy Drive; Bedford, VA 24523  
 Email: [staff@legacyintl.org](mailto:staff@legacyintl.org); fax: 540.297.1860  
<http://globalyouthvillage.org>

**PHOTO**  
 (Optional)

## SUMMER STAFF APPLICATION, 2019 – FOOD SERVICE STAFF

APPLICANT INFORMATION							
Last Name		First		M.I.		Date	
Street Address							
City		State		Postal Code			
Country		E-mail				SKYPE name	
Primary Phone			Secondary Phone				

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If "no", are you authorized to work in the U.S.? (If "no" see section below)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you 21 years old or over (as of Jun 24, 2019)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
The earliest date you are available for employment:			The last date you are available for summer employment:		
Please provide any dates and reasons which may require time off during GYV:					
Do you smoke? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, are you willing to modify use within the terms of the personnel policies?					
Do you drink alcohol? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, are you willing to modify use within the terms of the personnel policies?					
Do you have a valid U.S. driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, state issued:		
Have you ever been convicted of crimes other than traffic violations, including sex-related or child abuse offenses?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
Are there any reasons you may have difficulty in performing any of the essential functions of the job(s) for which you have applied? (Please refer to detailed job description on web site for list of essential functions.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
If hired, will you desire or need housing for any person(s) other than yourself?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		
How did you hear about the Global Youth Village? (specific website? referral? etc.)					

ORGANIZED CAMP WORK EXPERIENCE (MAY SKIP IF INCLUDED ON RESUME)			
Camp Name		Phone	( )
Address		Director	
		Web Link	
Job Title & Responsibilities			
What type of camp was this? (residential vs day camp; rural vs college campus based, etc.)			
Employment Dates		May we contact your previous camp director for a reference?	YES <input type="checkbox"/> NO <input type="checkbox"/>

## Food Service Position(s) applying for:

☐ [Chef / Meal Manager](#)

☐ [Sous Chef](#)

☐ [Dining Hall Host / Hostess](#)

☐ [Kitchen Assistant](#)

☐ Hospitality or Culinary Arts Intern

## SHORT ESSAYS. Please answer the following questions. (May send as a separate attachment.)

1. Please describe your experience in the position you are applying for. What education and/or experience do you have in food preparation, nutrition and sanitation? *(If applying as a chef, please also reflect menu planning, adapting dishes for a vegetarian audience. and team management.)*
2. What do you consider to be your strengths as it relates to the position(s) you have applied for? What personal qualities/skills do you hope to improve?
3. What are your personal and professional goals? How do you feel that working at the Global Youth Village can further these goals?
4. Describe your work style when needing to perform under pressure, with daily deadlines. What do you do to "re-charge" yourself and keep yourself inspired?
5. How would you describe your role when working in team setting? What do you find to be the most challenging aspects of working in a close team situation?
6. What do you think is the best way to handle conflict amongst co-workers or those you may be supervising?
7. Describe the best supervisor you ever had.
8. Describe your experience traveling and/or living abroad, and any other intercultural experiences you have had.
9. List any professional training or personal development programs you have participated in (anything in addition to what may have been shared in Question #1).
10. List your three favorite books, magazines or blogs? Briefly elaborate on why you listed each.

## SKILL RATING / FOOD SERVICE

Please rate your skill level & knowledge using the numerical scale. *(Leave blank areas where you have little or no experience):*

- 1) Extensive experience and proficiency. Could complete task independently at a professional standard.
- 2) Fairly thorough experience. Reasonably proficient. Could complete task with guidance.
- 3) Some knowledge or experience. Could assist in task.

### Food Preparation

#### Family Style Cooking

\_\_\_\_vegetarian dishes

\_\_\_\_non-vegetarian dishes

#### Quantity Cooking

\_\_\_\_vegetarian or whole foods

\_\_\_\_non-vegetarian dishes

For how many?: \_\_\_\_\_

Setting? (camp, school, church functions)

\_\_\_\_menu planning

#### Commercial Cooking

\_\_\_\_restaurant

\_\_\_\_type (e.g. ethnic, fast food) \_\_\_\_\_

\_\_\_\_institutional, setting (e.g. school, camp, hospital)

\_\_\_\_catering

### Specialty Areas

\_\_\_\_baking breads from scratch

\_\_\_\_making desserts from scratch

\_\_\_\_making vegetarian entrees

\_\_\_\_making non-vegetarian entrees

Other: \_\_\_\_\_

### **Other Food Service Related Skills**

\_\_\_\_ ServSafe Certified (or equivalent)

\_\_\_\_budgeting

\_\_\_\_receiving and stocking

\_\_\_\_inventory control

Other: \_\_\_\_\_

### **Dining Hall Management**

\_\_\_\_dining hall set-up

\_\_\_\_waitering experience

\_\_\_\_personnel supervision

\_\_\_\_managing groups of youths

Other: \_\_\_\_\_

## ADDITIONAL ROLES

In addition to preparing delicious meals, food service staff have the option of assisting in other program areas as one's primary job allows. Please indicate if any secondary roles interest you. (May leave blank.) (This is explored during the interview.)

### GENERAL SUPPORT

\_\_\_\_\_ Program Set-up & Housekeeping  
\_\_\_\_\_ Photo documentation  
\_\_\_\_\_ First Aid / CPR

### ARTS

\_\_\_\_\_ Arts & Crafts Instructor  
\_\_\_\_\_ Stage Tech Support  
\_\_\_\_\_ Musical Instruments.  
List: \_\_\_\_\_

### OUTDOORS / SPORTS

\_\_\_\_\_ Nature Awareness Instructor  
\_\_\_\_\_ Sports & Recreation Leader  
\_\_\_\_\_ Team Building/ Non-competitive Games  
\_\_\_\_\_ Rock Climbing Instructor  
\_\_\_\_\_ Lifeguard or Assistant Lifeguard (Assistant needs to be swimmer, but no certification required)

### LANGUAGE

\_\_\_\_\_ English Language/ ESOL tutoring  
\_\_\_\_\_ Languages (fluent to conversant).  
List: \_\_\_\_\_

OTHER?: \_\_\_\_\_  
(yoga? sign language?, etc.)

**In any areas where you checked interest in, please briefly elaborate.** (For example, if you have expertise in a sports or arts area, please list specifics. soccer? basketball? painting? nature crafts? etc.)

## AUTHORIZATION, DISCLAIMER AND SIGNATURE

I certify that all information I have provided is true, complete and correct. I understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of the discovery by Legacy International.

I authorize Legacy International, its representatives, employees or agents to contact and obtain information from all references, employees, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I also waive any and all rights and claims I may have regarding Legacy international, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

If accepted for employment, I understand that I will be an at-will employee, meaning that my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either Legacy International or myself, and that any agreement to the contrary must be in writing and signed by the Director of Legacy's Global Youth Village. I also agree to abide by the rules and policies of the employer.

**I certify that I have read, fully understand and accept all the terms as stated above**

Signature

Date

**Please remember to include your resume, references and short essay responses!**

**Send to:** [staff@legacyintl.org](mailto:staff@legacyintl.org)