

# STAFF APPLICATION

## 2012 Summer Employment



### I. PREAMBLE

Camp Forest Springs exists to demonstrate Jesus Christ and Christian living and principles to all whom we encounter. All staff members are representatives of Christ in every aspect of their work life, social life, and personal life. For that reason, all potential employees must:

1. Subscribe to the camp's doctrinal statement (see back of application)
  2. Be willing to allow all aspects of their life to be examined
  3. Answer some very personal questions regarding lifestyle and theology
  4. Be willing to permit an examination of police and criminal records for any information concerning them
  5. Understand that references are required and that they will be contacted by phone or letter
  6. Sign a contract of employment (agreement) upon acceptance
  7. If employed, agree to model Jesus Christ in all of their activities
  8. Be aware that volunteers must be at least fifteen years old at the time they begin work. Paid positions are only available to those sixteen years old or older.
- Paid positions are not guaranteed for sixteen-year-olds. Wintertainment positions are not available to high school students.

If you are not willing and able to voluntarily agree to all of the terms of this preamble, proceed no further. The following information is requested solely for the purpose of evaluating the applicant for a position with Camp Forest Springs. By completing this application you have expressly agreed to the terms of this preamble. Please use additional paper to be complete in providing the information requested.

### II. PERSONAL DATA

Name \_\_\_\_\_

Have you applied to work at Camp Forest Springs in the past?     Yes     No

#### COLLEGE (OR OLDER) APPLICANTS – CURRENTLY

School Name (currently attending) \_\_\_\_\_ Current Year in school \_\_\_\_\_

Current Address \_\_\_\_\_ Box # \_\_\_\_\_ Major \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Current Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Marital Status:     Single     Married     Divorced     Separated    Number of Children: \_\_\_\_\_

#### HIGH SCHOOL APPLICANTS – CURRENTLY

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Email \_\_\_\_\_

Parents' Name(s) \_\_\_\_\_ Parents' Phone (\_\_\_\_) \_\_\_\_\_

Parents' Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parents' Cell Phone (\_\_\_\_) \_\_\_\_\_

At the beginning of your employment, will you be at least the age of:    15?    16?    17?    18?    20?    25?

Social Security # \_\_\_\_\_ Gender (for housing purposes):     Male     Female

If you are offered a position on staff, will you be able to verify that you are legally permitted to be employed in the United States under Title VIII, U.S. Code Section 1324A, either by proving U.S. citizenship or permanent residence status or with an unexpired INS employment authorization?     Yes     No

Church Affiliation \_\_\_\_\_ Pastor \_\_\_\_\_

**III. POSITION** I am interested in the following positions at Camp Forest Springs (please indicate first, second, and third choices):

Open to any applicant:		Open to College-age (or older) applicants only:	
<input type="checkbox"/> Dishroom Supervisor	<input type="checkbox"/> Support Staff (rotation):	<input type="checkbox"/> Counselor (May 29-July 14)	<input type="checkbox"/> Receptionist
<input type="checkbox"/> Food Service	<input type="checkbox"/> --Accommodations	<input type="checkbox"/> Climbing Instructor	<input type="checkbox"/> Paintball Instructor
<input type="checkbox"/> Handcrafts Assistant	<input type="checkbox"/> --Dish Crew	<input type="checkbox"/> Handcrafts Instructor	<input type="checkbox"/> Waterfront Director*
<input type="checkbox"/> Lifeguard *	<input type="checkbox"/> --Program Area Assistant	<input type="checkbox"/> Health Services Staff *	<input type="checkbox"/> Wilderness Trip Packer**
<input type="checkbox"/> Stores Clerk		<input type="checkbox"/> High Ropes Facilitator	<input type="checkbox"/> Wilderness Trip Leader**
		<input type="checkbox"/> Mini-farm Instructor	<input type="checkbox"/> Wilderness Specialist**
		<input type="checkbox"/> Mountain Boarding Instructor	<input type="checkbox"/> Family Camp Bible Teacher
<input type="checkbox"/> I am open to any position		<input type="checkbox"/> I am open to any position	

\* certification required (For more information about positions go to [www.campforestsprings.org](http://www.campforestsprings.org))

\*\*Wilderness Staff must be available to work May 28<sup>th</sup> through mid August

**IV. CERTIFICATION AND TRAINING** Please indicate with a check any certification(s) that you currently possess

- Lifeguarding       First Aid       CPR (what level \_\_\_\_\_)  
 CDL with P endorsement       First Responder       RN       LPN       CNA       Other \_\_\_\_\_  
 Counselors, Trip Leaders, and High Ropes Facilitators will receive all the necessary certifications when they arrive.

**V. WORK SESSIONS & TRAINING**

- Please check the work session(s) that you can commit to working.
  - Work Session 1 – Youth Camps (June 13-July 14)      Please indicate the final day that you are able to work \_\_\_\_\_
  - Work Session 2 – Family Camps (July 15-August 25)      List the dates of any interruptions to your employment \_\_\_\_\_
- You **MUST** attend staff training. Please indicate if you are not able to attend the specified training. \_\_\_\_\_
  - First Responder Training (wilderness staff, health services staff, waterfront director **MUST** attend)      May 28<sup>th</sup> - June 1<sup>st</sup>
  - Counselor Training (all counselors **MUST** attend)      May 29<sup>th</sup> - June 9<sup>th</sup>
  - Summer Staff Training (all summer staff **MUST** attend)      June 9<sup>th</sup> - June 12<sup>th</sup>

**HIGH SCHOOL APPLICANTS:**

- I would like to volunteer my time at camp  
 I would prefer to work as paid staff, but I am willing to come as a volunteer  
 I am only able/willing to work in a paid position

SuperHIGH Camp (July 8–14) is during Session 1. Please let us know if you desire to attend or work.

- I wish to **attend** SuperHIGH (you still need to register for SuperHIGH as normal)  
 I wish to **work** during SuperHIGH

**VI. REFERENCES (Four references are required for all applicants.)**

Please list four employers, supervisors, or adult friends who know you well, and indicate the person's relationship to you (e.g. employer, pastor). Please know that Camp Forest Springs may ask these references to recommend other references as well.

	Employer Reference	Personal Reference	Personal or Employer Reference
Name	1. _____	2. _____	3. _____
Relationship	_____	_____	_____
Email (required)	_____	_____	_____
Address	_____	_____	_____
City	_____	_____	_____
State/Zip	_____	_____	_____
Phone	(____) _____	(____) _____	(____) _____

**4. Resident Assistant or Resident Director** (If in high school or not living in college housing, give another personal reference of your choice.)

Name \_\_\_\_\_ Address \_\_\_\_\_  
 Title \_\_\_\_\_ City \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Email (required) \_\_\_\_\_

## VII. QUESTIONS (for ALL applicants)

Please answer the following questions on a separate sheet of paper. To the extent practical, the information you provide will be verified through independent means.

1.
  - a. How did you hear about Camp Forest Springs?
  - b. Why do you desire to serve at Camp Forest Springs?
  - c. What would Camp Forest Springs gain by having you on staff?
  - d. Is there any reason (physical/emotional/spiritual/etc.) why you might be unable to perform the duties of the position for which you are applying? If so, explain. (*i.e. a physical condition that would not allow you to keep up with campers*)
2. Summarize your past camping experience.
3.
  - a. Fully describe any and all current pending charges and past arrests.
  - b. Fully describe convictions of any felonies or other crimes.
  - c. Because we take very seriously our legal and moral responsibility to provide a positive and wholesome environment for all of our staff, campers, and visitors, we seek to maintain a staff of blameless character and testimony. Therefore, as part of our background check on applicants, we periodically consult online social networking sites and law enforcement agencies. In order to proceed with a criminal check, we need the following information:
    - Date of birth
    - Cities and states of residency during the past ten years.
    - In what state are you currently licensed to operate a motor vehicle?
    - List your operator's license number and type of license.

Do you have any reason to believe that such a background check on you would disclose any negative information? If so, please explain.
4. Please describe any educational or training experience that you deem relevant to the position for which you are applying.
5.
  - a. What types of work have you done over the past five years, both volunteer and paid?
  - b. Have you ever been disciplined or fired by your current or prior employers? If yes, briefly explain the full circumstances, including the name of the employer, the date of the occurrence, and the reason for the discipline or firing.
6. Explain the importance of authority and describe how you respond to those in authority over you.
7. Explain how you came to know the Lord as your personal Savior.
8. Describe your current relationship with God and the effect it has on your daily life.
9. How would you explain the Gospel message to a non-believer?
10. Do you believe that God's Word is the absolute truth? Please explain your answer.
11. What do you believe the Bible teaches about the following areas? **Give scriptural support for your answer and INDICATE WHAT YOU HAVE PRACTICED IN THE PAST YEAR.**

a. Use of Tobacco and/or Alcohol	d. Homosexual and/or lesbian involvement	g. Creation vs. Evolution
b. Use of Illegal Drugs	e. Premarital and Extramarital Sex	h. Pornography
c. Speaking in tongues	f. Depression and/or Cutting	i. Eating Disorders
12. If not accepted for a staff position, do you give Camp Forest Springs your permission to send your name to other camps who contact Camp Forest Springs with summer staff needs? (By submitting names to other camps, Camp Forest Springs does not necessarily endorse that particular camp for staff employment.)

## VIII. QUESTIONS (for college-age or older applicants only)

Please answer these questions **IF** you are applying for any of the following positions (for both paid and volunteer applicants) since they involve direct contact with children: counselor, wilderness trip leader, program area instructor, stores clerk, or health services staff.

1. Please list all current and previous experience working with children, whether as an employee or as a volunteer, including the name of the organization for which you worked, the dates of your involvement, the age range of the children with whom you worked, and your reason for leaving.
2. Have you ever been convicted of, or are charges pending against you concerning any crime involving actual or attempted child abuse or sexual molestation in any jurisdiction?
3. Have you ever been involved directly or indirectly in an incident of actual or attempted child abuse (sexual or otherwise), sexual abuse, or any similar moral impropriety?
4. If answered "yes" to the above question, has the situation been fully and satisfactorily resolved? Please explain.
5. Have you ever been a victim of child abuse? (In recognition of the applicant's privacy interests, the applicant may choose not to answer this question. Applicants not answering this question will receive full consideration for all positions for which they have applied, but may not be considered for positions involving direct contact with children.)

### Doctrinal Statement

1. We believe in the Scriptures of the Old and the New Testaments as verbally inspired by God and inerrant in the original writing, and they are of supreme and final authority in faith and life.
2. We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that man sinned, and thereby incurred, not only physical death, but also spiritual death, which is separation from God; that, as a result of this sin first committed by Adam, all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, are accountable as sinners in thought, word and deed.
5. We believe that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representation and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and in His present life there for us, as High Priest and Advocate.
7. We believe in "that blessed hope," the personal and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and only thereby become children of God. We further believe that the Christian life is exemplary of the teachings found in the New Testament as the Holy Spirit reproduces the life of Jesus Christ in and through each obedient believer.
9. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.

***Please read carefully. Your signature indicates your agreement.***

I certify that I voluntarily agree with the Doctrinal Statement of Camp Forest Springs without reservation or coercion and agree to exemplify and teach the principles contained therein, in word and action, in my duties for Camp Forest Springs, and in my private life.

I understand that by accepting a position at Camp Forest Springs I will be committing myself to serving others, and that my behavior and attitude will be examined in terms of my modeling and ministry to others.

I understand that if employed, I will be required to abide by all camp policies, standards, and regulations, as they are initiated and maintained by camp. I further understand that if employed, when my employment is terminated by retirement or otherwise, I must return all of the employer's property in my custody before I am entitled to final payment of any amounts due me on separation.

I hereby authorize Camp Forest Springs to contact all prior employers and any references listed herein to verify all information provided and to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I affirm that I have neither been convicted of, nor am I the subject of pending charges for, any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction.

I recognize that as a condition of my employment, I may be required to consent to and furnish to Camp Forest Springs a criminal records check from the Central Criminal Records Exchange or other appropriate federal and/or state law enforcement agencies, and I consent to do so, realizing the importance of promoting Camp Forest Springs' ability to protect its workers and those whom it serves.

I understand that all employees who work directly with children in the organization may be asked to submit to a fingerprint check by the Federal Bureau of Investigation and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as may be necessary for investigation by federal and/or state authorities as appropriate.

I understand that this is an application for employment and that no employment contract is being offered.

I certify that statements provided in this application are true and complete, and that any misrepresentation or omission may be grounds for rejection of my application or for dismissal if I am employed. If I am dismissed, I will be paid only through the date of dismissal.

(9/11)

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Date

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Signature of Applicant