



BEAR CREEK CAMP

PO Box 278, Bear Creek, PA 18602

Phone: 570-472-3741

www.bearcreekcamp.org

2014 Part-Time/ Seasonal Naturalist Application Form



Name: _____ Preferred Name: _____
 First Middle Initial Last If other than first name

Date of Birth: _____ Age: _____ Gender: Male Female Dates Available to Work: _____

Current Address: _____
 Street City/State/Zip

Cell Phone: _____ Home Phone: _____ Email: _____

EDUCATION

School City & State Major Years Enrolled Degree/Year of Graduation

School City & State Major Years Enrolled Degree/Year of Graduation

EMPLOYMENT HISTORY

Employer City & State Phone # Position Dates Reason Left

Employer City & State Phone # Position Dates Reason Left

TRAINING AND CERTIFICATIONS

Please list training and certifications (including expiration dates) you hold that relate to the position you are applying for.

SCHOOL AND/OR COMMUNITY ACTIVITIES

BACKGROUND INFORMATION

In compliance with American Camp Association recommendations, we request that you complete the following two questions in order to be considered for employment at Bear Creek Camp.

Do you have a criminal record related to child abuse or sex related convictions? ___ Yes ___ No

Do you have a criminal record related to the handling or use of drugs? ___ Yes ___ No

Any offer of employment is contingent upon a satisfactory background report. So that we can conduct this background report please provide the following information:

Social Security # _____ - _____ - _____

Do you have a valid driver's license? ___ Yes ___ No Driver's License # _____
State _____

REFERENCES

Please list three references; at least one personal and one professional. References

Name	Address (Street/City/State/Zip)	Phone	Relationship

PROGRAM ACTIVITY EXPERIENCE

Please rank your skill and experience in each of the following areas according to the numbers 1-5.

1 = I have no experience in this area

5 = I have much experience organizing and teaching in this area on my own

- | | |
|---------------------|----------------------------|
| ___ Astronomy | ___ Orienteering |
| ___ Ornithology | ___ Outdoor Cooking |
| ___ Zoology | ___ Nature Crafts |
| ___ Forest Ecology | ___ Wild Edibles |
| ___ Geology | ___ Group Games |
| ___ Aquatic Ecology | ___ Night Hikes |
| ___ Canoeing | ___ Indoor Activities |
| ___ Fishing | ___ High Ropes Courses |
| ___ Swimming | ___ Low Ropes/Teambuilding |
| ___ Hiking | ___ Environmental Issues |

Do you have any questions or concerns regarding this position? If Yes, please explain below:

Please send this completed application, along with a cover letter and resume to:

Bear Creek Camp
Attn: Lori George/Paulette McDaniels
PO Box 278
Bear Creek, Pa 18602

BACKGROUND CHECK AUTHORIZATION FORM

I, _____

Last Name

First Name

Middle Name

Current Address

Dates Lived Here

Addresses for the Past Seven Years: (include street, city, state, zip code and dates of residence)

Date of Birth

Other Names Used (including maiden name)

Years Used

Social Security Number

Driver's License #

State

Email Address (may be used for official correspondence)

do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of IntelliCorp Records, Inc to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by IntelliCorp Records, Inc for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by IntelliCorp Records, Inc to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

**I hereby do ___ do not ___ authorize you to contact my employer for Employment and Reference Verifications (This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name

Applicant Signature

Date

CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.

APPLICANT STATEMENTS AND AGREED CODE OF CONDUCT

Please initial each of the following statements:

_____ I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application, or dismissal from my employment or ministry involvement.

_____ I understand that my references and contacts from prior ministries or non-ministry related work with children, student, or disabled adults may be contacted and that an appropriate criminal background check will be conducted. I authorize investigations of all statements contained in this application and I specifically authorize Bear Creek Camp to undertake a criminal background check of my past.

_____ I understand that I must be interviewed and recommended by a member of the Bear Creek Camp staff before I begin my ministry or employment position.

_____ I understand that I can withdraw from the application process at any time.

_____ I understand that Bear Creek Camp has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Bear Creek Camp cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my employment and possible criminal charges.

_____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, a student or disabled adult, and I have never been accused of these acts.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of this application for employment, and that refusal to inform Bear Creek Camp of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ If employed, I agree to read and abide by all Policies and Procedures provided to me by Bear Creek Camp concerning my conduct and behavior toward children, students or disabled adults participating in Bear Creek Camp programs.

_____ I have a strong desire to serve in a Christian community, to know Jesus Christ, and to make Christ known to all!

Signature: _____ Date: _____

BACKGROUND CHECK AUTHORIZATION DISCLOSURE

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.