



BEAR CREEK CAMP

PO Box 278, Bear Creek, PA 18602

Phone: 570-472-3741

www.bearcreekcamp.org

2016 Summer Staff Application Form

I am applying for: (please check all that apply)

- Counselor
- Program Team
- Junior Counselor (Just Graduated High School)
- Support Staff (Kitchen/Maintenance)



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

Alternate Address (After / / contact me here): _____
Street City/State/Zip

Cell Phone: _____ Home Phone: _____ Email: _____

Home Congregation: _____ Address: _____

EDUCATION

High School (Please Check Only One):

- Graduated High School (year): _____
- Earned High School Diploma Equivalency (year)
- Other - Please Explain: _____

Christian Education (Please Check All That Apply):

- Independent Bible Study
- College Course
- Bible School
- Seminary

Post High School

School Major/Minor(s) Years Attended Degree

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Summer Staff works on a rotating basis between counselor, kitchen and maintenance. How do you feel about serving in this way? _____

Condition of Health: _____

Are there reasons it would be difficult for you to perform the essential elements of the job you are applying for? _____
If Yes, explain: _____

Certifications:

- Lifeguard - Expiration Date: _____
- CPR - Expiration Date: _____
- First Aid - Expiration Date: _____
- AED - Expiration Date: _____
- WFA - Expiration Date: _____
- WFR - Expiration Date: _____
- Other - Expiration Date: _____

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 _____

Previous Employment/Volunteer Experience

Please complete this section for each of your employment and/or volunteer experiences, starting with your current employer and working backwards. (If necessary, please use a separate page for additional entries)

Experience 1

Employer:	Full or Part Time:
Address:	Dates Employed:
Phone:	Responsibilities:
Supervisor:	Reason for Leaving:

Experience 2

Employer:	Full or Part Time:
Address:	Dates Employed:
Phone:	Responsibilities:
Supervisor:	Reason for Leaving:

References (References do not need to be obtained for Returning Counselors)

Please list the three people you have requested to complete the reference forms. One reference form must be completed by a pastor or priest. Include people who know you well in different aspects of your life: teachers, current or former employers, etc. Please do not use family, roommates, or peers as references. References must be received before any job can be offered. Please contact pete@bearcreekcamp.org if you cannot access the reference forms located at www.bearcreekcamp.org.

Name	Address (Street/City/State/Zip)	Phone	Relationship
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How did you hear about Bear Creek Camp? (This section does not need to be filled out by Returning Counselors)

Past Camper Bear Creek Website College Fair Friend Told Me Other: _____

PERSONAL ESSAYS TO BE FILLED OUT BY NEW COUNSELORS AND JUNIOR COUNSELORS

If you are not filling this out electronically, please take the time to answer these questions on a separate piece of paper. Be yourself in your responses as these questions help us get to know you better!

1. How do you feel that God has called you to apply and serve at Bear Creek Camp?
2. Describe your faith journey and how this impacts the way you live.
3. What is your personal confession of faith? (please expand on your view of the Trinity: Father, Son, Holy Spirit)
4. What is your understanding of scripture and how it applies to your life?
5. Please list and describe three of your strengths and three of your weaknesses.
6. What is your current Church/Campus ministry involvement?
7. What experience do you have working with a team? How might this enhance our summer staff?
8. As a member of the summer staff, you may be called to do work beyond your specified duty based on need. How do you feel about this?
9. Do you have any skills or hobbies that you think can benefit this camping ministry?
10. Have you worked or volunteered at a camp before? What was the name and address of the camp?
11. What do you like to do for fun?
12. Any questions you would like to ask us?

PERSONAL ESSAYS TO BE FILLED OUT BY RETURNING COUNSELORS

If you are not filling this out electronically, please take the time to answer these questions on a separate piece of paper. Be yourself in your responses as these questions help us get to know you better!

1. Why would you like to return as a Summer Staff member at Bear Creek Camp?
2. As a returning staff member, how could you improve at (a) creating great experiences for your campers and (b) exposing them to the Gospel?
3. What is your personal confession of faith? (please expand on your view of the Trinity: Father, Son, Holy Spirit)
4. What is your understanding of scripture and how it applies to your life?
5. What is your current Church/Campus ministry involvement and how have you grown since you last work at Bear Creek Camp?
6. Any questions you would like to ask us?

Support Staff Applicants Only:

7. What leadership qualities do you possess that would make you a good fit for the position?
8. What vision do you have for the position you are applying for and how could it positively impact our campers' experience?

We desire God's will for you and for the ministry at Bear Creek Camp. Please continue to pray that God will reveal and confirm His will for you with regard to the summer staff at Bear Creek.

Your application will not be considered complete until all of the following are received:

- Enclose the following with your application, postmarked no later than February 29, 2016:
 - Fully completed application
 - Fully completed Applicant Statements and Agreed Code of Conduct form
 - Fully completed Background Check Authorization Form
 - Fully completed Federal Criminal History Record Information Check
- Distribute all reference forms to your references
- Email a recent photo of yourself for identification purposes to: pete@bearcreekcamp.org

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.

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.



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APPLICANT'S INFORMATION (to be completed by Applicant)

Name: _____ Home Phone: _____
First Middle Initial Last

Current Address: _____
Street City/State/Zip

Cell Phone: _____ Email: _____

I waive the right to review the contents of this reference form after it is completed.

_____ Date _____
Applicant's Signature

REFERENCE INFORMATION (to be completed by Reference)

Name: _____ Home Phone: _____
First Middle Initial Last

Current Address: _____
Street City/State/Zip

Cell Phone: _____ Email: _____

What is your relationship to the applicant? _____

How long have you known the applicant? _____

Are you aware of any reason why this individual would not serve well as a Bear Creek Camp Staff Member? Yes No Uncertain

Is there any indication that this applicant is applying to work at Bear Creek Camp as a desire to avoid personal, family, or vocational issues? Yes No Uncertain

Is there any indication that this applicant is applying to work at Bear Creek Camp because of an unhealthy dependence on Bear Creek itself? Yes No Uncertain

To your knowledge, has the applicant ever been chemically dependent? Yes No Uncertain

To your knowledge, has the applicant ever been charged with and/or found to have committed sexual harassment, abuse or exploitation? Yes No Uncertain

If you answered 'yes' to any of these questions, please explain in full detail on a separate sheet of paper.

Please rate the applicant's skill level in the following areas.

0 = Unknown 1 = Very Low 2 = Low 3 = Average 4 = High 5 = Very High

- | | | | |
|-------|-------------------------------------|-------|----------------------------------|
| _____ | Commitment to a Christian Faith | _____ | Integrity and Honesty |
| _____ | Maturity | _____ | Responsibility |
| _____ | Ability to share faith with others | _____ | Ability to express feelings |
| _____ | Ability to work under supervision | _____ | Open Minded |
| _____ | Creativity | _____ | Communication |
| _____ | Dependability and Punctuality | _____ | Motivation |
| _____ | Appearance, speech and manners | _____ | Awareness of the needs of others |
| _____ | Ability to relate to youth/children | _____ | Ability to relate to peers |
| _____ | Ability to handle conflict | _____ | Judgement |

Would this applicant be a desirable role model for youth? Yes No Unknown

Please expand on your response:

What do you see as the applicant's greatest gifts?

What do you see as the applicant's areas of weakness? Have they grown in these areas?

What have you witnessed of the applicant's faith journey?

How is the applicant's relationship with his/her peers?

How does the applicant respond to supervisors in directive roles?

Please include any other information you think may be valuable for us to know in regards to this applicant.

Do you recommend this person for a position at Bear Creek Camp? Explain.

Signed:

Date:

Thank you for your time!



Pete Smith
Associate Director, Bear Creek Camp



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