



2013 Summer Staff Application

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Laurel Hill, NC 28351
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910-276-0422 (fax)

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Web: www.monroecamp.org

Personal Information

The information collected on this application is confidential and will only be used during the hiring process. Applicants are expected to be at least 18 or older and have been out of high school at least one year by the beginning of June. All sections must be completed and typed or printed clearly in blue or black ink.

Name: _____
Last First Middle Goes by

Address: _____

City: _____ **State:** _____ **Zip:** _____

Current Phone: (____) _____ - _____ **Social Security Number:** _____

Cell Phone: (____) _____ - _____ **Email:** _____

Home Phone: (____) _____ - _____ **U.S. Citizen?** _____ **If not, what country?** _____

Male _____ **Female** _____ **Married** _____

Do you drive? _____ **Valid Driver's License?** _____ **State:** _____ **Number:** _____

Position(s) applying for: (check all that apply)

___ Counselor ___ Lifeguard ___ Horse Wrangler ___ *Crafts Coordinator ___ *Music Coordinator ___ Photo/Videographer

*Note: Crafts & Music Coordinator positions will also be Summer Counselors. Cannot apply for those positions independent from counselor positions.

Church Affiliation

Church Name: _____

Pastor: _____

Address: _____

City, State, Zip: _____

Church Phone: _____

FOR OFFICE USE ONLY
DATE RECEIVED: _____ **INTERVIEW? (Y / N)** _____ **DATE OF INTERVIEW:** _____
HIRED: (Y / N) _____ **POSITION:** _____ **DATE OF HIRE:** _____

Last Name: _____

Previous Employment: Please tell us about your prior work history. List at least your last 2 positions starting with your most recent employer. If this section is not completed, your application will not be considered. If you have never held a job, please indicate below. Have you ever worked at a summer camp before? Yes No If yes, where?

Employer	Telephone	Position Held	Reason for Leaving	Dates Employed

Certifications: Please provide certification information below and copies of all certification documents if applicable.

Certification	Adult/Child/ Infant First Aid	CPR	Blood Borne Pathogens	Lifeguard	Water Safety Instructor	Canoeing	Archery	Other:
Date Certified								
Date Expires								

Summer Availability: Summer Staff are contracted to work from May 31-June 28 & July 7-26, 2013. Your contract will require you to be in camp for the duration of your employment. Time off other than regular days off will be granted on a case-by-case basis. If you know you need to request time off, please indicate the dates below, and the reason for missing work. Any requests for time off outside unexpected medical leave will not be honored unless indicated at the time of hire.

Date(s): _____ Reason: _____

Date(s): _____ Reason: _____

References: Please name three people (other than relatives and close friends) who know you and can tell about your character, work experience, gifts, and abilities. (e.g. Professors, Pastors, Previous Employers..etc.)

Name	Address	City/State/Zip	Phone	Relationship to You
1				
2				
3				

Last Name: _____

Education: Please circle the highest level of education you have completed as of this year.

GED, High School Graduate, College: Freshman Sophomore Junior Senior Graduate

Last/Current School Attended: _____

College Major: _____

Extracurricular Activities: _____

Honors/Awards: _____

Skills Inventory: Please put a "1" by the skills you could assist with and a "2" beside the skills you feel you could teach or lead. Please leave blank skills you have not tried but would like to and an "X" beside activities you would not be willing to do at camp.

<u>Aquatics</u> ___ Swimming ___ Pool Games ___ Canoeing ___ Other:	<u>Outdoor Living</u> ___ Fire Building ___ Tent Camping ___ Outdoor Cooking ___ Knot Tying ___ Other:	<u>Nature</u> ___ Botany ___ Forestry ___ Mammals ___ Other Animals ___ Astronomy ___ Conservation	<u>The Arts</u> ___ Singing ___ Song Leadership ___ Instrumental ___ Skits/Drama ___ Other:	<u>Communication</u> ___ Bible Study ___ Worship ___ Story Telling ___ Sign Language ___ Foreign Language ___ Other:
<u>Photo/Videography</u> ___ Digital Camera ___ Videography ___ Picture/Video slideshow creating	<u>Arts & Crafts</u> ___ Painting ___ Simple Crafts ___ Other:	<u>Support Services</u> ___ Computer Skills ___ Food Service ___ Vehicle Driving ___ Other:	<u>Recreation</u> ___ Large Group ___ Small Group ___ Team Sports ___ Initiatives/Low Ropes ___ Archery	<u>Other (Please Specify Below)</u>

Narrative Questions: Please type or print neatly on a separate sheet of paper answers to the following questions:

First time applicants only (please do not exceed three pages for this section):

- 1) Why do you want to be part of our summer camping ministry?
- 2) Tell us about your relationship with Jesus Christ; include how you see God at work in your life and in the world around you, along with your involvement in a church/faith community.
- 3) What gifts do you have that will contribute to the camp community? What are your weaknesses or areas of growth?

Previous Summer Staffers only (Again, please do not exceed three pages)

- 1) How have you grown in your faith in the past year?
- 2) In what ways have you grown in the last year that will allow you to contribute to this ministry in new and helpful ways?
- 3) Give at least one idea for how we could improve our camping program and explain it.

Last Name: _____

Disclosures and Releases

Motor Vehicle Driving Record: Drivers of camp vehicles to transport children must be at least 21 years old, have a valid driver's license and a willingness to serve in this capacity. Do you qualify? Yes No

Are you planning to drive to camp? Yes No.

Are you willing to drive camp vehicles as part of your employment? Yes No

Have you been convicted of a moving violation in the past three years? Yes No If yes, please explain: _____

General Criminal Disclosure: Have you ever been convicted of any offense against the law or forfeited collateral, or are you now under investigation for possible charges or offenses? Yes No If yes, please explain: _____

Sexual Abuse Disclosure: Are you now or have you been convicted of or charged with, or have pending charges of sexual abuse toward a minor? Yes No If yes, attach a detailed explanation.

Sexual Harassment Disclosure: Are you now or have you been convicted of, charged with or have pending charges of sexual harassment toward a co-worker? Yes No If yes, attach a detailed explanation.

Citizenship: Are you a United States Citizen? Yes No If no, are you legally able to work in the United States based on your citizenship? Yes No Please describe your situation?

ATTESTATION TO INFORMATION IN THIS APPLICATION

To the best of my knowledge, the information supplied in this application is correct and true. I authorize previous employers or references to offer information including opinions that they may have regarding my character and capabilities for a particular position, and with children and youth specifically. I release all such references from any liability for furnishing such evaluations. I waive any right I may have to inspect references provided on my behalf. I understand that misleading, untrue, or omitted information may lead to dismissal regardless of my performance in a position, or the amount of time it takes for MCRC to discover such matters. I understand that I am applying for an employment-at-will position.

Applicant Signature: _____ **Date:** _____

NOTE: Monroe Camp and Retreat Center Inc. is an equal opportunity employer. Some camp positions have minimum qualifications on physical and emotional abilities, gender and age limits, and/or religious traditions. Some positions also require minimum certifications regardless of skill level. All applicants are subject to a background check.

Positions are hired on a rolling application basis. Please return this application to Monroe Camp & Retreat Center as soon as possible to receive consideration.