



# Pine Lake Camp



Office Use Only	
Position	_____
Salary	_____

## 2010 SUMMER CAMP STAFF APPLICATION FORM

Please send completed applications to:

The Salvation Army Alberta & Northern Territories Divisional Headquarters  
 Attn: Captain Bram Pearce  
 9618-101A Avenue, Edmonton, AB T5H 0C7  
 Ph: Phone (780)412-2730 Fax: 780.425.9081  
 E-mail: [bramwell\\_pearce@can.salvationarmy.org](mailto:bramwell_pearce@can.salvationarmy.org)

**APPLICATION DEADLINE: March 01, 2010**

Thank you for your interest in serving at Pine Lake Camp.  
 Please read the following instructions carefully before proceeding to the application.

**COMPLETE APPLICATION IN ITS ENTIRETY.**  
**PRINT CLEARLY, USING ADDITIONAL PAPER WHEN NECESSARY.**  
**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!**

<b>Full Name:</b> _____
<b>Dates available this summer: Start</b> ____/____ <b>End</b> ____/____

1. Please carefully read the **2010 Summer Staff Information Package** before completing this application.
2. Upon receiving your application, we will contact you regarding an interview.
3. Check your status below and fill out **ONLY** the specified sections:

### APPLICATION CHECKLISTS:

NEW STAFF		RETURNING STAFF	
<input type="checkbox"/>	Read 2010 Summer Staff Information Package	<input type="checkbox"/>	Read 2010 Summer Staff Information
<input type="checkbox"/>	Choose staff position (see below)	<input type="checkbox"/>	Choose staff position (see below)
<input type="checkbox"/>	Section A	<input type="checkbox"/>	Section A
<input type="checkbox"/>	Section B	<input type="checkbox"/>	Section B
<input type="checkbox"/>	<b>Section C</b>	<input type="checkbox"/>	<b>Section D</b>
<input type="checkbox"/>	Section E	<input type="checkbox"/>	Section E
<input type="checkbox"/>	Photocopies of all qualifications, certificates etc.	<input type="checkbox"/>	Photocopies of all qualifications, certificates etc.

<b>SERVICE OPPORTUNITIES</b>	<p>Pine Lake Camp offers a variety of positions on its Summer Camp Staff Team. Please indicate your desired position. In the event that this position is unavailable, please indicate your 2<sup>nd</sup> and 3<sup>rd</sup> choices from the list below. Note the minimum age requirements and necessary qualifications  <b>PLEASE NOTE THAT THESE POSITIONS ARE SUBJECT TO CHANGE AND MAY NOT ALL BE AVAILABLE FOR SUMMER 2010.</b></p>																				
	<p><b>Desired position:</b></p> <p>Indicate 2<sup>nd</sup> and 3<sup>rd</sup> choices below:</p>																				
	<table> <tr> <td>___ Program Director (18 yrs.)</td> <td>___ Female Head Counselor (18 yrs.)</td> <td>___ Hospitality Director (18 yrs.)</td> </tr> <tr> <td>___ Assistant Program Director (18 yrs.)</td> <td>___ Male Head Counselor (18 yrs.)</td> <td>___ Hospitality Staff (15 yrs.)</td> </tr> <tr> <td>___ Bible Director (18 yrs.)</td> <td>___ Counselor (18 yrs.)</td> <td>___ Camp Nurse (18 yrs.)</td> </tr> <tr> <td>___ Recreation Director (18 yrs.)</td> <td>___ Assistant Counselor (16 yrs.)</td> <td>___ Maintenance (16 yrs.)</td> </tr> <tr> <td>___ Craft Director (18 yrs.)</td> <td>___ Head Cook (18 yrs.)</td> <td>___ Housekeeping (15 yrs.)</td> </tr> <tr> <td>___ Waterfront Director (18 yrs.)</td> <td>___ Assistant Cook (18 yrs.)</td> <td>___ Childcare Provider (16 yrs.)</td> </tr> <tr> <td>___ Lifeguard (16 yrs.)</td> <td>___ Third Cook (18 yrs.)</td> <td></td> </tr> </table>	___ Program Director (18 yrs.)	___ Female Head Counselor (18 yrs.)	___ Hospitality Director (18 yrs.)	___ Assistant Program Director (18 yrs.)	___ Male Head Counselor (18 yrs.)	___ Hospitality Staff (15 yrs.)	___ Bible Director (18 yrs.)	___ Counselor (18 yrs.)	___ Camp Nurse (18 yrs.)	___ Recreation Director (18 yrs.)	___ Assistant Counselor (16 yrs.)	___ Maintenance (16 yrs.)	___ Craft Director (18 yrs.)	___ Head Cook (18 yrs.)	___ Housekeeping (15 yrs.)	___ Waterfront Director (18 yrs.)	___ Assistant Cook (18 yrs.)	___ Childcare Provider (16 yrs.)	___ Lifeguard (16 yrs.)	___ Third Cook (18 yrs.)
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**2010 STAFF APPLICATION FORM (Continued)...**

**SECTION A**

<b>PERSONAL</b>	Last Name		First Name		<input type="checkbox"/> Female	
	D.O.B. <i>if under 18 yrs</i>		Home Address			
	City		Province	Postal Code		
	Home Phone #		Cell Phone #			
	E-mail Address		Camp Name (Returning Staff only)			
	Health Number					

Staff T-shirt Size (Check 1 box only)  
T-shirts are men's sizes.

Youth L <input type="checkbox"/>	Youth XL <input type="checkbox"/>	Small <input type="checkbox"/>	Medium <input type="checkbox"/>	Large <input type="checkbox"/>	X Large <input type="checkbox"/>	XX Large <input type="checkbox"/>
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<b>FAMILY</b>	Parent(s) or Guardian(s) Names		Relationship to Camper			
	Home Address			City		
	Province		Country	Postal Code		
<b>EMERGE</b>	Home Phone #		Work Phone #			
	Cell Phone #		E-mail Address			
	Emergency Contact (Separate Household)			Relationship to applicant		
	Home Phone #		Work Phone #			
	Cell Phone #		E-mail Address			

<b>CHURCH &amp; SCHOOL</b>	Name & Denomination of Church		Attendance <input type="checkbox"/> Regular <input type="checkbox"/> Occasional <input type="checkbox"/> Seldom			
	Corps Officer/Pastor		Phone #		E-mail	
	Youth Pastor		Phone #		E-mail	
	High School				Current Status	
	College/University (include program of study)				Current Status	
	Other Educational Training					
	Employment, Camping & Leadership Experience (Returning Staff state previous Positions and Responsibilities)					

**2010 STAFF APPLICATION FORM** (Continued)...

**SECTION B**

Put an X in the applicable boxes and note any special qualifications/certificates etc.

It is expected that all staff working directly with campers are willing to assist or teach at least one skill during the Summer.

Skill Area	Have Experience	Could Teach	Qualifications
Beads			
Cake Decorating			
Calligraphy			
Cartooning			
Ceramics			
Clowning			
Cooking			
Conducting			
Creative Writing			
Cross Stitch			
Dance			
Drama			
Drawing			
Jewelry			
Juggling			
Knitting			
Leather Lacing			
Magic Tricks			
Mime			
Painting			
Paper Mache			
Photography			
Puppets			
Origami			
Scrapbooking			
Sewing			
Sculpting			
Timbrels			
Video/Editing			

Skill Area	Have Experience	Could Teach	Qualifications
Backpacking			
Camping			
Fire Building			
Fishing			
Insect Life			
Low Ropes			
Orienteering			
Rock Climbing wall			
Wilderness/Nature Activities			

Sports	Have Experience	Could Teach	Qualifications
Baseball			
Basketball			
Canoeing			
Flag Football			
Floor Hockey			
Lacrosse			
Mountain Bike			
Parachute Games			
Rugby			
Self-Defense			
Soccer			
Softball			
Street Hockey			
Swimming			
Tennis			
Track & Field			
Volleyball			

*I am interested in serving on the summer worship team.*

Yes  No

*Do you play any instruments?*

Yes  No

If yes, which ones?	Years of training	Could you instruct?
1.		
2.		
3.		
4.		

Do you sing? Yes  No  What part? \_\_\_\_\_

Do you read music? Yes  No

After reading through the information packet, are there any activities in which you could not take part? If so, please explain.

\_\_\_\_\_

**2010 STAFF APPLICATION FORM** (Continued)...

Please include photocopies (originals for CPIC) of all qualifications and proof of certification.

<b>CERTIFICATION</b>	Do you have a valid Driver's License (Class 1-5)?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have a clean driving record? (Driver's Abstract must be provided if you are considered to drive camp vehicles.)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<p><b>All staff over the age of 16 MUST have a current <u>Police Check/CPIC</u> (issued 2010) and be able to supply a copy of this certification before June 1st, 2009. No one</b> will be accepted for employment without proof of valid certification. Please contact your local Police Service to begin this process and forward <u>originals</u> asap.</p>							
	I have included a current Police Check with my application.						Yes <input type="checkbox"/>	No <input type="checkbox"/>
	I have applied for a Police Check at my local Police Service and will forward asap.						Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<p><b>All staff over the age of 16 MUST hold a current <u>Standard First Aid and Level B CPR certification</u> and be able to supply a copy of this certification before June 1st, 2009. No one</b> will be accepted for employment without proof of valid certification. Courses are usually conducted over 2 days and cost approx. \$140. Those who obtain certification will receive <u>\$80 reimbursement</u> at the completion of the camp season. Check <a href="http://www.sja.ca">www.sja.ca</a> for courses in your area.</p>							
	I already hold a current:							
	First Aid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CPR	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
	I have registered for :							
	First Aid	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CPR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Dates for course completion:	
<p>Pine Lake Camp has a waterfront component; therefore a minimum Bronze Medallion is <u>desired</u> for all our staff for safety reasons.</p> <p>Our water program requires the following minimums:</p> <ul style="list-style-type: none"> <li>NLS, Standard First Aid or equivalent, and CPR are <u>required</u> for teaching swimming</li> <li>NLS, Standard First Aid or equivalent, and CPR are <u>required</u> for teaching boating (i.e. canoeing)</li> </ul>								
Bronze Medallion	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Bronze Cross	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
NLS	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Instructor	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Boat License	Yes <input type="checkbox"/>	No <input type="checkbox"/>	ARCA Course	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
Other Certification								
By the summer I will be qualified with ...								

<b>OTHER</b>	Have you ever been convicted of a criminal offense to which a pardon has not been granted?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Have you ever been investigated by Child Services regarding any kind of abuse? (Note: A Police Record Check is required.)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<b>If you answered 'Yes' to any of the last 2 questions, please send details to the Camp Director.</b>							
I understand that the use of intoxicating beverages, tobacco, and/or illegal drugs is prohibited while employed by Pine Lake Camp.						Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## 2010 STAFF APPLICATION FORM (Continued)

**Pine Lake Camp and its staff exist to model Christ through servant ministry, loving relationships, and unforgettable experiences.** Your application for a position at Pine Lake Camp is interpreted as an indication that you agree with this mission, and will seek to fulfill it through every interaction and activity this summer. To give us a clearer picture of your lifestyle, on a separate sheet of paper please prepare typed answers to the following questions to the best of your ability and in your own words. (One or two total pages are sufficient for the entire group of questions. You do not need a separate piece of paper for each question.) *Feel free to use scripture to support your answers.*

### SECTION C – New Staff Only

#### BACKGROUND QUESTIONNAIRE

Your answers to the following questions will help us to better understand you and will be considered in determining acceptance as a member of the Summer Camp Staff Team. Please be open and honest, and

1. Describe your understanding of what it means to be a follower of Jesus.
2. Describe your personal conversion experience.
3. How do you ensure you are a growing Christian?
4. Answer part A, B or C depending on which position you are applying for:
  - A. Any "Director"/ Head Counselor position: Describe any experience or education that relate to the position for which you are applying and explain your *vision* for the position.
  - B. Any counseling position: Explain why you think you would be a good counselor.
  - C. All other staff positions: Explain why you think you would be effective in this role.
5. What challenges do you expect to face as a member of the Summer Camp Team?
6. The first part of our mission statement says we "exist to model Christ". How will you model Christ at Pine Lake Camp this summer?
7. Do you have any hobbies or interests that will help us know a little more about you?

#### How Did You Hear About The Salvation Army Pine Lake Camp?

- Summerjobs.com    Corps    Pine Lake Camp Web Page    Career Office    Poster –Where \_\_\_\_\_  
 Other Internet-Where \_\_\_\_\_    Friend \_\_\_\_\_ Please enter only one name.

### SECTION D – Returning Staff Only

#### BACKGROUND QUESTIONNAIRE

Your answers to the following questions will help us to better understand you and will be considered in determining acceptance as a member of the Summer Camp Staff Team. Please be open and honest, and

1. What did God teach you while serving at camp last summer?
2. Why do you want to serve at camp again this year?
3. Describe the areas where you feel you excelled at your job last year (your areas of strength).
4. Describe the areas where you would seek to improve this year (things you would do differently).
5. What aspects of your walk with God have excited you over the last year?
6. What aspects of your walk with God have you struggled with over the last year?
7. Answer part A, B or C depending on which position you are applying for:
  - A. Any "Director"/ Head Counselor position: Describe any experience or education that relate to the position for which you are applying and explain your *vision* for the position.
  - B. Any counseling position: Explain why you think you would be a good counselor.
  - C. All other staff positions: Explain why you think you would be effective in this role.
8. The first part of our mission statement says we "exist to model Christ". How will you model Christ at Pine Lake Camp this summer?

**SECTION E**

**The Salvation Army Pine Lake Camp**  
**Instructions for Distributing Character Reference Forms**

- Print three copies of the two-page reference form.
- Complete Part A of each reference form. Remember to sign.
- Give one form to each person you list as a reference on your application (see below).
  - One reference must be your current minister, Bible study leader, youth pastor, or Sunday school teacher.
  - A good reference is an adult who is not related to you that has knowledge of your character, experience, work ethic, and/or spiritual life. Examples of good references include ministers, youth pastors, Bible study leaders, teachers, coaches, and former employers.
  - Unacceptable references include roommates, peers, and family members.
- Forms should be returned to the camp office by the reference.
- Once all forms have been received by the camp office, the Divisional Youth Secretary will contact you for an interview.

**If you have any questions about your reference forms, feel free to contact the DYS at any time.**  
 Captain Bram Pearce    E-mail: [bramwell\\_pearce@can.salvationarmy.org](mailto:bramwell_pearce@can.salvationarmy.org)    Phone: 780-412-2745

<b>REFERENCES</b>	<b>NOTE: Do not use students or relatives</b>		
		Name	Phone #
	Corps Officer/Pastor (current)		
	Adult Family Friend		
	Employer/Supervisor		

**AUTHORIZATION & AGREEMENT**

By signing below I,

1. Authorize The Salvation Army Pine Lake Camp to speak to any references that I have named.
2. Agree to the 'Conditions of Service' and 'Mission Statement & Doctrines' governing Pine Lake Camp (see 2010 Staff Information Package).
3. Understand that final acceptance will only be made on receipt of a clear Police Check.
4. Acknowledge that the enclosed information is both accurate and complete.

\_\_\_\_\_

**APPLICANT SIGNATURE** **DATE**

\_\_\_\_\_

**PARENT SIGNATURE** (if applicant is under 18 years of age) **DATE**



**PINE LAKE CAMP  
SUMMER CAMP STAFF REFERENCE FORM  
2010**



**Part A- To be completed by the applicant:**

**Applicant's Name:** \_\_\_\_\_ **Position Applying For** \_\_\_\_\_

I have applied to Pine Lake Camp for employment and I request that they be fully advised of my work record, general qualifications, and your knowledge of me on a personal level. I, therefore, request that you furnish the necessary information and hereby release you from any and all liability for damages from providing the information requested. I also waive any rights to inspect any records or communications containing such information.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

*Completed form should be placed in an envelope, sealed, and signed across the seal by the reference.*

**Part B – To be completed by the reference:**

The above-named person has applied for summer employment at The Salvation Army Pine Lake Camp. Your name was given as a reference. We would appreciate your objective assessment of the applicant. Before completing this form, you should be aware of the following:

Pine Lake camp is a Christian camp operated by The Salvation Army. Our service extends to underprivileged children between the ages of 6 and 14 from both rural and urban communities. Working in a summer camp ministry with children demands a lot of a person. Ideal staff members will possess the following qualities:

- Growing relationship with Jesus Christ
- Willingness to forego personal fellowship and recreation often in order to be with, and have an impact on, the campers
- Ability to work together and live with people of many backgrounds and personality types
- Desire to share God's love with others
- Ability to accept responsibility and submit to authority
- Reasonably good health, capable of a hard summer's work

**Please return this form within five days.**

**We cannot begin to process an application until all reference forms have been received.**

1. How long have you know the applicant? \_\_\_\_\_
2. In what capacity have you known the applicant? \_\_\_\_\_  
*If you are a relative or peer, please do not complete this reference.*
3. How does the applicant get along with people?  Well  Fair  Poor  
\_\_\_\_\_
4. Is this applicant a responsible and honest person?  Yes  No  
\_\_\_\_\_
5. Do you know of any allegations, charges, or convictions against the applicant for child abuse of a felony?  Yes  No  
\_\_\_\_\_
6. If you had a child at camp, would you feel comfortable leaving the child in this applicant's care?  Yes  No  
\_\_\_\_\_
7. Would you recommend this person for out staff this summer?  Yes  No  
\_\_\_\_\_
8. Have you seen this person in leadership role with children?  Yes  No  
If yes, in what way?  
\_\_\_\_\_  
\_\_\_\_\_

**If you do not have knowledge of the applicant's Christian lifestyle or testimony, please go directly to question 14.**

9. Does the applicant demonstrate an example of Christian faith in his/her daily life?  Yes  No

\_\_\_\_\_

10. Does the applicant seek fellowship with other Christians?  Yes  No

\_\_\_\_\_

11. How often does the applicant attend church?  Weekly  More than once a month  Erratic

\_\_\_\_\_

12. In which church or Christian fellowship activities does the applicant participate on a regular basis?

\_\_\_\_\_

13. Please rate this applicant by checking words which best describe him/her. (Check *all* that apply)

**Maturity**

- Manages responsibility well
- Easily overwhelmed
- Cries often
- Other

**Personal Appearance**

- Like others in age group
- Careless
- Inappropriate
- Other

**Adaptability**

- Flexible
- Flexible, with time
- Resistant to changes
- Other

**Endurance**

- Above average
- Average
- Tires quickly
- Other

**Work Ethic**

- Goes above and beyond
- Does what is required
- Lazy
- Other

**Leadership**

- A natural leader
- Can lead, but not eager
- Follower
- Other

**Initiative**

- Works independently
- Does what is asked
- Needs constant oversight
- Other

**Punctuality**

- Always on time
- Occasionally late
- Always late
- Other

**Personality**

- Outgoing
- Reserved, but participates
- Introverted
- Other

**Judgment**

- Mature
- Average
- Inconsistent
- Other

**Cooperation**

- A team player
- Works well under others
- Not cooperative
- Other

**Attitude**

- Patient / compassionate
- Responds well to feedback
- Quickly irritated/offended
- Other

Please make any additional comments on the applicant's comments on the applicant's spiritual; life or anything else you feel we should know about the applicant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anyone else we should contact about this applicant? If yes, please provide the following:

Name \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Address/Phone/Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Name (Printed) \_\_\_\_\_ Profession \_\_\_\_\_

Email Address \_\_\_\_\_ May we contact you for more information if necessary? Yes  No

**Thank you for taking the time to complete this form. Please pray with us as we select our staff that the Lord will supply us with a group of people well-equipped and prepared for ministry to children.**

**Please place completed reference in an envelope, sign across the seal, and then mail it directly to:**

The Salvation Army Alberta & Northern Territories Division  
Attn: Captain Bram Pearce  
9618-101a Avenue, Edmonton, AB T5H 0C7  
E-mail: [bramwell\\_pearce@can.salvationarmy.org](mailto:bramwell_pearce@can.salvationarmy.org)