



Pine Lake Camp



2012 SUMMER CAMP STAFF APPLICATION FORM

Please send completed applications to:
 The Salvation Army Alberta & Northern Territories Divisional Headquarters
 Attn: Ms. Susan Kelly
 9618-101A Avenue, Edmonton, AB T5H 0C7
 Phone (780) 412-2730 Fax (780) 425-9081
 E-mail: susan_kelly@can.salvationarmy.org

APPLICATION DEADLINE: February 29, 2012

Thank you for your interest in serving at Pine Lake Camp. Only those granted an interview will be contacted.
COMPLETE APPLICATION IN ITS ENTIRETY AFTER CAREFULLY READING THE 2012 SUMMER INFORMATION PACKAGE.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED!
PLEASE PRINT CLEARLY, USING ADDITIONAL PAPER WHEN NECESSARY.

****All applications must be accompanied by a letter of recommendation from your Corps Officer/Pastor!****

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

APPLICATION CHECKLISTS: Check your status below and fill out **ONLY** the specified sections:

NEW APPLICANT	PREVIOUS STAFF
<input type="checkbox"/> Read 2012 Summer Staff Information Package	<input type="checkbox"/> Read 2012 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"/> Section C	<input type="checkbox"/> Section D
<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.

SERVICE OPPORTUNITIES	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 nd and 3 rd choices from the list below. Note the minimum age requirements and necessary qualifications. <i>PLEASE NOTE THAT THESE POSITIONS ARE SUBJECT TO CHANGE AND MAY NOT ALL BE AVAILABLE</i>
	Desired 1st position:
	Indicate 2 nd and 3 rd choices below:

<input type="checkbox"/> Program Director (19 yrs. Min)	<input type="checkbox"/> Camp Nurse (21 yrs. Min)	<input type="checkbox"/> Assistant Cook (18 yrs. Min)
<input type="checkbox"/> Assistant Program Director (18 yrs. Min)	<input type="checkbox"/> Female Head Counselor (18 yrs. Min)	<input type="checkbox"/> Third Cook (18 yrs. Min)
<input type="checkbox"/> Bible /Craft Director (18 yrs. Min)	<input type="checkbox"/> Male Head Counselor (18 yrs. Min)	<input type="checkbox"/> Head Maintenance (19 yrs. Min)
<input type="checkbox"/> Recreation Director (18 yrs. Min)	<input type="checkbox"/> Counselor (18 yrs. Min)	<input type="checkbox"/> Maintenance (16 yrs. Min)
<input type="checkbox"/> Waterfront Director (18 yrs. Min)	<input type="checkbox"/> Assistant Counselor (16 yrs. Min)	<input type="checkbox"/> Housekeeping (15 yrs. Min)
<input type="checkbox"/> Lifeguard (16 yrs. Min)	<input type="checkbox"/> Head Cook (18 yrs. Min)	<input type="checkbox"/> Kitchen Staff (15 yrs. Min)

SECTION A-PLEASE PRINT CLEARLY

PERSONAL	Last Name		First Name				<input type="checkbox"/> Female <input type="checkbox"/> Male		
	D.O.B. <i>if under 18 yrs</i>		Email Address						
	Home Address			City		Province		Postal Code	
	Home Phone #		Cell Phone #		Staff T-Shirts are men's size – Check 1		Small	Medium	Large
							X Large	XX Large	

2012 STAFF APPLICATION FORM (Continued)...

FAMILY	Parent(s) or Guardian(s) Names		Relationship to Camper		
	Home Address Same as above <input type="checkbox"/>		City	Province	Postal Code
	Home Phone #	Work Phone #	Cell Phone #	E-mail Address	
EMERGENCY	Emergency Contact (Separate Household)			Relationship to applicant	
	Home Phone #		Work Phone #		
	Cell Phone #		E-mail Address		
CHURCH & SCHOOL	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)				

SECTION B-PLEASE PRINT CLEARLY

I am interested in serving on the summer worship team. Yes No
Do you play any instruments? Yes No

If yes, please list.
1.
2.
3.
4.

Do you sing? Yes No

What part? _____

Do you read music? Yes No

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

CERTIFICATION	Do you have a valid Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/> Class 1 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 4 <input type="checkbox"/> Class 5 <input type="checkbox"/>		
	Do you have a clean driving record? (Driver's Abstract must be provided to be considered to drive camp vehicles.)		Yes <input type="checkbox"/> No <input type="checkbox"/>
	All new staff over the age of 16 MUST have a current <u>Police Check/CPIC</u> and be able to supply the original copy of this documentation before June 1, 2012. No one will be accepted for employment without the valid documentation. Please contact your local Police Service to begin this process and forward <u>originals</u> as soon as possible.		
	All returning staff over the age of 16 will be responsible to ensure that their <u>Police Check/CPIC</u> is still current being no older than three (3) years old. If your <u>Police Check/CPIC</u> is outdated please ensure that we have the new documentation before June 1, 2012.		
	I have included a current Police Check with my application. Yes <input type="checkbox"/>		
	I have applied for a Police Check at my local Police Station and will forward A.S.A.P. Yes <input type="checkbox"/>		
I am a returning staff member whose Police Check is : Currently Valid <input type="checkbox"/> Expired <input type="checkbox"/>			
First Aid: Yes <input type="checkbox"/> No <input type="checkbox"/>	CPR : Yes <input type="checkbox"/> No <input type="checkbox"/>	WHMIS: Yes <input type="checkbox"/> No <input type="checkbox"/>	Food Safety : Yes <input type="checkbox"/> No <input type="checkbox"/>
Expiry Date: / /	Expiry Date: / /	Expiry Date: / /	Expiry Date: / /

2012 STAFF APPLICATION FORM (Continued)...

OTHER	Have you ever been convicted of a criminal offense to which a pardon has not been granted? <i>If you answered 'Yes' to this question, please send details to the Camp Director.</i>	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.) <i>If you answered 'Yes' to this question, please send details to the Camp Director.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	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"/>

Pine Lake Camp and it's 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.*

Note: All applicants are required to present a written recommendation from their Pastor / Corps Officer indicating their involvement and attendance within the ministry unit.

SECTION C – New Applicant

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. **HAND WRITTEN RESPONSES WILL NOT BE ACCEPTED!**

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?	
<input type="checkbox"/> Summerjobs.com <input type="checkbox"/> Corps <input type="checkbox"/> Pine Lake Camp Web Page <input type="checkbox"/> Career Office <input type="checkbox"/> Poster –Where _____	
<input type="checkbox"/> Other Internet-Where _____ <input type="checkbox"/> Friend _____ Please enter only one name.	

SECTION D – Previous Staff

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. **HAND WRITTEN RESPONSES WILL NOT BE ACCEPTED!**

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 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 youth pastors, Bible study leaders, teachers, coaches, and former employers.
 - Unacceptable references include roommates, peers, and family members.
- Forms should be returned to DHQ by the reference.
- Once all forms have been received by the camp office, only those granted an interview will be contacted by the Divisional Youth Secretary.

If you have any questions about your reference forms, feel free to contact the DYS at any time.

Major Elaine Bridger E-mail: elaine_bridger@can.salvationarmy.org Phone: 780-412-2745

REFERENCES	NOTE: Do not use students or relatives			
		Name	Phone #	E-mail
	Youth Leader			
	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 2012 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
2012**



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: Ms. Susan Kelly
 9618-101a Avenue, Edmonton, AB T5H 0C7
 E-mail: susan_kelly@can.salvationarmy.org