

APPLICATION – Outdoor Ministry Internship

(Please print with ink or type.)

DuBois Center
 Illinois South Conference
 United Church of Christ
 2651 Quarry Road
 DuBois IL 62831

The Illinois South Conference of the United Church of Christ (ISC-UCC) is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, physical or mental disability or status as a disabled veteran.

NAME _____

CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

UNTIL WHAT DATE MAY WE MAIL TO YOUR CURRENT ADDRESS? _____ EMAIL ADDRESS _____

List PHONE NUMBERS in Order of Use Preference: _____ Circle ALL DESIGNATIONS for Numbers:

1st choice () _____ day evenings cell home school work

2nd choice () _____ day evenings cell home school work

DATES AVAILABLE: FROM _____ TO _____ NOTES REGARDING AVAILABILITY _____

Before now, have you ever applied for work with the ISC-UCC? Yes ___ No ___ If yes, give date _____

Have you ever been employed by the ISC-UCC? Yes ___ No ___ If yes, give dates _____

Do you have any relatives employed by the ISC-UCC? Yes ___ No ___ If yes, give name & relationship _____

NAMES OF SCHOOLS (HIGH SCHOOL TRADE SCHOOL, COLLEGE, GRAD SCHOOL)	COURSE OF STUDY	# OF YEARS COMPLETED	DEGREE OR DIPLOMA
_____	_____	_____	_____
_____	_____	_____	_____

LIST SPECIFIC COURSES TAKEN RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING: _____

OFFICE SKILLS: Indicate your skill level with the each of the following to the (1-3) numbered scale:
 1 = Fluent - Able to Use & Adapt 2 = Good Working Understanding 3 = Limited or No Experience

_____ MS Word	_____ Photo Editing Software	_____ Church Windows
_____ Excel	List Programs: _____	_____ Database Management Software
_____ Outlook	_____ Web Site Design	List Programs: _____
_____ PowerPoint	_____ Web Site Management	_____ Online Registration
_____ Publisher	List Programs: _____	List Programs: _____
_____ Facebook	_____	_____

REFERENCES: Please list three people who are able to give a fair, objective estimate of your probable success as an Outdoor Ministry Intern. At least one reference, but ideally more, should be from a supervisor who has observed your work with children or youth, at camp, or in ministry. Please give the attached **Reference Form** to one of these individuals.

NAME	RELATIONSHIP to Applicant	PHONE NUMBER	BEST TIMES to Contact
1. _____	_____	() _____	_____
How long have you known this person? _____		EMAIL ADDRESS _____	
2. _____	_____	() _____	_____
How long have you known this person? _____		EMAIL ADDRESS _____	
3. _____	_____	() _____	_____
How long have you known this person? _____		EMAIL ADDRESS _____	

EMPLOYMENT HISTORY (Paid or Volunteer)

PRESENT OR MOST RECENT POSITION	From - To	Position	Supervisor
	Company/Agency	Reason for Leaving	Supervisor's Phone #
	Major Responsibilities		Salary: Start - Last

A Significant Learning or Achievement

NEXT MOST RECENT POSITION	From - To	Position	Supervisor
	Company/Agency	Reason for Leaving	Supervisor's Phone #
	Major Responsibilities		Salary: Start - Last

A Significant Learning or Achievement

NEXT MOST RECENT POSITION	From - To	Position	Supervisor
	Company	Reason for Leaving	Supervisor's Phone #
	Major Responsibilities		Salary: Start - Last

A Significant Learning or Achievement

All Previous Employers are Considered as References – Unless a Note Advising to the Contrary Accompanies this Application.

ACTIVITY SKILLS: Indicate your ability to teach/lead the following activities according to the (1-3) numbered scale:

1 = Experience and Skills to teach/lead this activity on your own

2 = Ability to assist with leadership of this activity

3 = Some personal experience in this activity

ART & CRAFTS

_____ Bead Work
 _____ Candle Making
 _____ Friendship Bracelets
 _____ Lanyards
 _____ Nature Crafts
 _____ Silk Screening
 _____ Tie Dye
 _____ Weaving
 _____ Other _____

AQUATICS

_____ Canoeing
 _____ Fishing
 _____ Pontoon Boating (driving)
 _____ Row Boating
 _____ Snorkeling
 _____ Swimming
 _____ Other _____

DRAMA, DANCE, MUSIC

_____ Campfire Programs
 _____ Creative Dramatics
 _____ Dancing, Type(s) _____
 _____ Native Lore
 _____ Singing – Group
 _____ Storytelling
 _____ Other _____

EQUESTRIAN

_____ Arena Instruction
 _____ Trail Rides
 _____ Care & Feeding
 _____ Training Horses

FAITH FORMATION

_____ Bible Study & Discussions
 _____ Chapel or Vesper Programs
 _____ Multicultural Activities
 _____ Small Group Discussions
 _____ Other _____

NATURE

_____ Animals
 _____ Astronomy
 _____ Birds
 _____ Creek Walks
 _____ Ecology Projects
 _____ Environmental Games
 _____ Flowers / Trees
 _____ Insects
 _____ Lake / Pond Life
 _____ Night Hikes
 _____ Rocks
 _____ Weather
 _____ Other _____

OUTDOOR LIVING SKILLS

_____ Fire Building
 _____ Hiking
 _____ Knife Safety
 _____ Knots
 _____ Lashing
 _____ Map & Compass
 _____ Outdoor Cooking
 _____ Shelter Building
 _____ Survival Skills
 _____ Other _____

SPORTS & GAMES

_____ Archery
 _____ Group Games – Large Group
 _____ Group Games – Small Group
 _____ Parachute Games
 _____ Team Building Initiatives
 _____ Other _____
 _____ Other _____

Can you play the guitar well enough to lead group singing? _____

List the types and sizes of vehicles you feel competent driving (car, truck van, tractor).

CERTIFICATIONS: Please list the *expiration date* for certifications you currently hold. Indicate with a # sign those you plan to obtain before the start date of the internship.

IMPORTANT: Include copies of all current certifications, except Driver's License, with this application.

_____ Lifeguard	_____ Archery
_____ Lifeguard Instructor	_____ Equestrian: _____
_____ CPR: Level _____	_____ Low Challenge Course
_____ First Aid: Level _____	_____ Outdoor Living Skills
_____ Driver's License:	_____ Small Craft Safety – Canoeing
State & Number _____	Other _____
Type/Class _____	_____

IF YOU HAVE EXPERIENCE IN ANY OF THESE AREAS, BUT NO CERTIFICATION, PLEASE EXPLAIN.

BACKGROUND DISCLOSURE AND RELEASE:

NAME _____ DATE _____

1. Please list every state in which you have lived, worked or been a student in the last seven years.
2. Are you legally eligible for employment in the United States? _____ Yes _____ No

NOTE: *The Illinois South Conference of the United Church of Christ will not deny a position to any applicant solely because the person has been convicted of a crime. However, the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for will be considered.*

3. I have never been convicted of, nor plead guilty or no contest to a criminal charge involving drugs, sexual misconduct, violence, crimes against children, theft or financial misconduct.
_____ True _____ Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

4. With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.
_____ True _____ Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

5. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct; physical abuse; crimes against children or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.
_____ True _____ Not True

If not true, give a short explanation of the lawsuit. Please indicate the date, nature and place of the incident leading to the lawsuit, where the lawsuit was filed, and the precise disposition of the lawsuit.

6. I have never terminated my employment, professional credentials or service in a volunteer position, nor had my employment, professional credentials or authorization to hold a volunteer position terminated, for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; crimes against children or financial misconduct.

_____ True _____ Not True

If not true, give a short explanation. Please indicate the date of termination, name, address and telephone number of employer or volunteer supervisor, and the nature of the incident(s) leading to your termination.

7. Is there any fact or circumstances involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying or your ability to successfully accomplish the duties outlined in the job description?

_____ Yes _____ No

If yes, please provide a brief explanation.

For the health of the church, covenants between persons seeking paid employment or authorized volunteer positions and the organization they seek to serve require honesty, integrity and truthfulness. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty to amend the responses and information I have provided, in a timely manner, if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees, authorized volunteers and the organization they seek to serve. To that end, I authorize the Illinois South Conference of the United Church of Christ (ISC) and/or its agents to make inquiries regarding my character and qualification, including all statements I have set forth in this application. I also authorize all entities, persons, former employees, supervisors, courts, law enforcement and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

I understand that the ISC authorized volunteer and employee recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure and supervise both the position I am seeking to fill and the program I am seeking to participate in. To that end, I authorize the ISC and its agents to circulate, distribute and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that the ISC will share with me information it has gathered about me if I request it to do so, unless I have specifically waived that privilege.

Signature of
Applicant

Date

FOR OFFICE USE ONLY-----