

APPLICATION FOR EMPLOYMENT – Program

(Please print with ink or type.)

DuBois Center
ISC United Church of Christ
2651 Quarry Road
DU BOIS, IL 62831

NAME _____
CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

PERMANENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

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

1st choice () home school work | day evening cell
2nd choice () home school work | day evening cell

DATES AVAILABLE FOR EMPLOYMENT: FROM _____ TO _____ E-MAIL ADDRESS _____

UNTIL WHAT DATE MAY WE MAIL TO YOUR CURRENT ADDRESS? ARE YOU WILLING AND ABLE TO WORK IN A DRUG, ALCOHOL, CANNABIS AND TOBACCO-FREE CAMP?

POSITIONS DESIRED, LIST IN ORDER OF PREFERENCE CIRCLE AGE 17 18 and Over 20 21 and Over

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

LIST SPECIFIC COURSES RELATED TO EMPLOYMENT IN CAMP:

CERTIFICATIONS: Please list the expiration date for certifications you currently hold. Indicate with a ☺ those you plan to obtain before this coming summer.

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

_____ Lifeguard _____ Archery
_____ Water Safety 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.

NAME & LOCATION OF CHURCH where you are currently a friend or member: _____

Member / Friend (circle one) of this church since _____ Dates of active involvement: _____

NAME & LOCATION OF MOST RECENT, PREVIOUS CHURCH where you were a friend or member: _____

Member / Friend (circle one) of this church since _____ Dates of active involvement: _____

REFERENCES: Please list three persons who are able to give a fair, objective estimate of your probable success as a Summer Staff Member. If you have previous experience working with children or youth, or at a camp or in ministry, at least one reference should be from a related supervisor. Also include the Pastor or Christian Education Director from your home church, or if not active in a church – a teacher or key community leader.

NAME	RELATIONSHIP to Applicant	PHONE NUMBER	E-MAIL
1. _____	_____	() _____	_____
2. _____	_____	() _____	_____
3. _____	_____	() _____	_____

EMPLOYMENT HISTORY (Paid or Volunteer)

PRESENT OR MOST RECENT POSITION	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		
NEXT MOST RECENT POSITION	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		
NEXT MOST RECENT POSITION	From - To	Company	Supervisor
	Position	Reason for Leaving	Supervisor's Phone #
	Your Major Responsibilities		

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

Blank = No or very limited experience

ART & CRAFTS

- _____ Bead Work
- _____ Candle Making
- _____ Friendship Bracelets
- _____ Lanyards
- _____ Nature Crafts
- _____ Paper and/or Mixed Media Crafts
- _____ Tie Dye
- _____ Weaving
- _____ Other _____

EQUESTRIAN

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

OUTDOOR LIVING SKILLS

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

AQUATICS

- _____ Canoeing
- _____ Fishing
- _____ Kayaking
- _____ Pontoon Boating (driving)
- _____ Snorkeling
- _____ Swimming

FAITH FORMATION

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

SPORTS & GAMES

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

DRAMA, DANCE, MUSIC

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

NATURE

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

List level of experience you have driving a car, truck, van and tractor.

CAN YOU PLAY THE GUITAR or UKELE well enough to lead group singing? _____

PLEASE RESPOND TO THE FOLLOWING QUESTIONS/TOPICS ON A SEPARATE SHEET OF PAPER.

1. How did you hear about our Outdoor Ministry programs and why are you interested in serving with us?
2. Please outline your experience, training and skills in any **Activity Skills** above that you marked with a "1".
3. Please outline any guitar/ukulele and/or song leading experience and skills you have.
4. Please outline your experience working with children and horses (horses - only if applying for a barn position).
5. Please outline any additional supervisory or leadership experience, skills or training related to the position(s).
6. What personal goals do you have for the summer?

6. 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.

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.

The covenants between persons seeking paid employment or authorized volunteer positions and the organization they seek to serve require honesty, integrity, and truthfulness for the health of the church. 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 in a timely fashion to amend the responses and information I have provided 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 (ISCUCC) 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.

I understand that the ISCUCC 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-----