

# APPLICATION FOR EMPLOYMENT

(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:  
Numbers:

Circle ALL DESIGNATIONS for

1<sup>st</sup> choice ( ) \_\_\_\_\_

home school work day evening cell

2<sup>nd</sup> choice ( ) \_\_\_\_\_

home school work day evening cell

DATES AVAILABLE FOR EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

NOTES REGARDING YOUR AVAILABILITY \_\_\_\_\_

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? \_\_\_\_\_

CIRCLE AGE: 17-19 20 21+

POSITIONS DESIRED, LIST IN ORDER OF PREFERENCE \_\_\_\_\_

NAMES OF SCHOOLS (HIGH SCHOOL TRADE SCHOOL, COLLEGE, GRAD SCHOOL)	COURSE OF STUDY	# OF YEARS COMPLETED	DEGREE OR DIPLOMA
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SPECIFIC COURSES RELATED TO EMPLOYMENT IN CAMP (IF ANY): \_\_\_\_\_

**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 \_\_\_\_\_ Water Safety Instructor \_\_\_\_\_ Archery  
\_\_\_\_\_ Low Challenge Course \_\_\_\_\_ Outdoor Living Skills \_\_\_\_\_ Driver's License  
\_\_\_\_\_ Small Craft Safety – Canoeing State & Number \_\_\_\_\_  
Type/Class \_\_\_\_\_

\_\_\_\_\_ Equestrian: Level \_\_\_\_\_ CPR: Level \_\_\_\_\_ First Aid: Level \_\_\_\_\_

Other \_\_\_\_\_

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

**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.

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 knowledge and experience of each of the topics on a 1-3 numbered scale.  
**1** = Lots of knowledge and experience; have skills to teach an activity of the topic  
**2** = Average amount of knowledge and experiences; have some skills      **3** = Little knowledge and experience in this topic  
**Blank** = No or very limited experience

**ART & CRAFTS:** \_\_\_\_\_  
 (Friendship bracelets,  
 Nature crafts, Paper /  
 Mixed media, Tie Dye,  
 Weaving, etc.)

**EQUESTRIAN:** \_\_\_\_\_  
 (Care & Feeding,  
 Riding, etc.)

**OUTDOOR LIVING SKILLS:** \_\_\_\_\_  
 (Fire Building, Outdoor,  
 Cooking, Shelter Building,  
 Survival Skills, Map &  
 Compass, etc.)

**FAITH FORMATION:** \_\_\_\_\_

**SPORTS & GAMES:** \_\_\_\_\_  
 (Archery, Group Games  
 Team Building, etc.)

**DRAMA/MUSIC:** \_\_\_\_\_  
 (Creative Dramatics,  
 Singing, Storytelling,  
 etc.)

**AQUATICS:** \_\_\_\_\_  
 (Swimming, Canoeing,  
 Fishing, Pontoon  
 Boat (driving), Kayaking)

**NATURE:** \_\_\_\_\_  
 (Animals, Creek  
 Walks, Ecology,  
 Night Hikes, etc.)

**Other:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE CREATE A RESPONSE TO THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.**

1. Please outline your experience working with children and horses.

2. Please outline any additional supervisory or leadership experience, skills or training related to the position(s).

Illinois South Conference United Church of Christ  
**BACKGROUND DISCLOSURE AND RELEASE**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

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

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
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. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)

4. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse 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.

5. I have never terminated my employment, professional credentials, or service in a volunteer position, or 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; child abuse 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.

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**-----