

FOR OFFICE USE ONLY

Applicant Name \_\_\_\_\_

Date Application Received \_\_\_\_\_ Type Position \_\_\_\_\_

Interviewed by: \_\_\_\_\_ Date Interviewed \_\_\_\_\_

**CAMP LOOKOUT  
SUMMER STAFF APPLICATION  
Holston Conference Camp and Retreat Ministries, Inc.**

2019 Summer Camp Positions Available:

**Support Staff:** \_\_\_\_\_ **Counseling Staff:** \_\_\_\_\_ **Program/Leadership:** \_\_\_\_\_ **Other:** \_\_\_\_\_

Type of position for which you are applying: (circle)

**Volunteer**

**Hired**

**I. GENERAL INFORMATION:**

Full Name \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

Birth Date (if under 21) \_\_\_\_\_ Gender \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone (home) \_\_\_\_\_

\_\_\_\_\_ Phone (work) \_\_\_\_\_

Current Mailing Address \_\_\_\_\_ Phone (cell) \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

For students, if phone is different in May: \_\_\_\_\_

List Counties and States lived in since age 16: \_\_\_\_\_

**II. EDUCATION (INCLUDE SCHOOLS ATTENDED OR ATTENDING):**

High School \_\_\_\_\_ Year of Graduation \_\_\_\_\_

College \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Degree Expected or Granted \_\_\_\_\_ Post-Grad. Schooling \_\_\_\_\_

Are you presently enrolled in school? \_\_\_\_\_ Where? \_\_\_\_\_

Indicate your present grade level \_\_\_\_\_

**III. PREVIOUS CAMP EXPERIENCE:**

Camper or Staff?	Camp	Dates
_____	_____	_____
_____	_____	_____

**IV. PRESENT AND/OR PREVIOUS EMPLOYMENT (LIST LAST THREE POSITIONS):**

Dates	Employer	Address/Phone	Nature of Work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**V. REFERENCES:**

List three adults (only one person that is related to you) who have definite knowledge of your character and your qualifications for the position for which you are applying. At least one should have definite knowledge of your experience supervising children and/or youth. **PLEASE GIVE COMPLETE ADDRESS, INCLUDING CITY AND ZIP CODE.** References will be contacted.

Name \_\_\_\_\_ Full Address \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

1 \_\_\_\_\_

Phone and Email \_\_\_\_\_

2 \_\_\_\_\_

Phone and Email \_\_\_\_\_

3 \_\_\_\_\_

Phone and Email \_\_\_\_\_

**VI. RELIGIOUS ACTIVITIES, INTERESTS, AND EXPERIENCE?**

Where is your church membership? \_\_\_\_\_  
List any local church involvement (leadership or teaching, etc.): \_\_\_\_\_  
\_\_\_\_\_  
Name, Address and Phone # of a pastor who can be a reference for you: \_\_\_\_\_  
\_\_\_\_\_

**VII. CAMP ACTIVITIES, INTERESTS AND SKILLS:**

Can you swim? \_\_\_\_\_ Do you hold current Life Saving, Lifeguarding or Water Safety Instructor Certificate? \_\_\_\_\_  
Give date and place of certification \_\_\_\_\_  
Do you hold current First Aid Certificate? \_\_\_\_\_ Type \_\_\_\_\_  
Do you hold current CPR Certificate? \_\_\_\_\_ Type \_\_\_\_\_  
Do you hold any other types of certifications (i.e., canoeing, sailing, etc.)? If so, indicate type and dates of certification. \_\_\_\_\_  
\_\_\_\_\_

Are you a licensed driver? \_\_\_\_\_ Can you operate a manual transmission? \_\_\_\_\_ Are you interested in receiving training to qualify as a driver for camp activities? \_\_\_\_\_

**VIII. SCHOOL AND OTHER LEADERSHIP:**

School or related groups to which you belong: \_\_\_\_\_  
\_\_\_\_\_  
Offices Held: \_\_\_\_\_  
\_\_\_\_\_

**IX. CHILD CARE EXPERIENCE:**

List and describe any experience you have had caring for or supervising children and/or youth:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**X. DESCRIPTIVE INFORMATION:**

Please answer the following questions (use another sheet of paper to record your responses.)

1. Describe your Christian faith understanding and experience.
2. What contributions do you think a well-run Christian camp can make in the life of a young person?
3. What are your goals for the summer?
4. What do you consider to be your main qualifications for the position for which you are applying?
5. Write a brief biographical sketch including particular information that might have a bearing on the position for which you are making application

**XI. SCREENING**

Do you have any criminal convictions for child abuse or sex-related crimes? \_\_\_\_\_ If yes, please explain.

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

Have you read and signed the Volunteer and Hired Staff Disclosure Form? \_\_\_\_\_ (Found on website)

Have you read and signed the Policies Specific to Summer Camp Community? \_\_\_\_\_ (Found on website)

Do you have a Social Networking Website (Facebook, Instagram, Twitter, etc.) \_\_\_\_\_ If so, please provide your URL address so that your site(s) can be included in the screening process. \_\_\_\_\_

\_\_\_\_\_ A "friend" request will be sent to by a full-time staff member.

**XII. PERSONAL AVAILABILITY**

Prior to a personal interview, each applicant must submit a completed:

Summer Camp Staff Application

Volunteer and Hired Staff Disclosure Form (RE Criminal Background)

Policies Specific to Summer Camp Community (signed to indicate knowledge of content)

When and where are you available for an interview? \_\_\_\_\_

If accepted for employment, what are the dates you could work? From \_\_\_\_\_ To \_\_\_\_\_

If accepted for volunteer service, what week(s) do you wish to volunteer? \_\_\_\_\_

Are there any times that you know you need to be absent from work? \_\_\_\_\_ If so, please give details: \_\_\_\_\_

\_\_\_\_\_

**XIII. CONDITIONS OF EMPLOYMENT:**

The following must be provided:

A Criminal Background Check from all counties of residence during last seven years of adult life (run by the camp)

An Employee Health Form

US Government I-9 and W-4 Forms

Your Motor Vehicle Record if you will be involved in camp transportation. \_\_\_\_\_

A prescribed training program must be completed prior to service. License # State Date of Birth

**XIV. MAILING ADDRESS:**



Camp Lookout  
3130 Highway 157  
Rising Fawn, GA 30738  
(706) 820-1163  
don@camplookout.com

**APPLICANT'S CERTIFICATION**

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and statements made by me in this application (and accompanying resume, if any) are correct and complete. I understand that misrepresentation or omission of facts in this application may disqualify me from further consideration for employment, and may result in my discharge from employment, if discovered at a later date.

I understand that if I am employed, my employment may be terminated at any time by either myself or Holston Conference Camp and Retreat Ministries, Inc. for any reason, with or without notice. I agree that, should I be employed, said employment will be at-will and will not be governed by any contract, either express or implied.

I hereby authorize Holston Conference Camp and Retreat Ministries, Inc. or its designee to contact any or all of my references, churches, youth organizations, charities and former employers to inquire about my past job performance, education, personal character and any other topic deemed relevant by Holston Conference Camp and Retreat Ministries, Inc. I hereby authorize and agree that a criminal background check be conducted. I further agree that I will hold those individuals and entities who respond to requests for information harmless for any information they provide as a result of such contact, and release them from liability for the result of any such information. I hereby waive any right that I may have to inspect any information provided about me by any person or organization in the course of complying with this authorization.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I also expressly consent to submit to any physical examination that may be required of me, including drug and/or alcohol testing upon request both prior to and, if employed, during employment with Holston Conference Camp and Retreat Ministries, Inc. If I am employed, I understand and agree that I will be bound by the policies of Holston Conference Camp and Retreat Ministries, Inc.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

THIS APPLICATION EXPIRES AFTER THE 2019 SUMMER CAMP SEASON.