

HARTLAND CHRISTIAN CAMP

57611 Eshom Valley Drive • Badger, CA 93603

Phone (559) 337-2349 • Fax (559) 337-2251 • E-mail bryan@hartlandcamp.com

On the Web: www.hartlandcamp.com

Application Process

This Summer Staff Packet contains -

- Positions Available
- Application Form
- 2 Reference Forms

Qualifications for Summer Staff

- Personal relationship with Jesus Christ and a desire to serve others in His name.
- Minimum age of 16. Some positions require a higher minimum age
- Ability to work with youth as a counselor.

Staff are expected to work hard and to take advantage of opportunities for personal and spiritual growth. Staff are also expected to work well with people from a variety of cultural and evangelical backgrounds.

Advisory

Hartland Christian Camp will require a background check before making an offer of employment.

Benefits

- ✓ Your faith will grow
- ✓ Great Christian environment
- ✓ Opportunity to make friends
- ✓ Room and board is provided
- ✓ Salaries begin at \$226 per week
- ✓ Added benefits for returning staff

What We Need From You

Begin praying that God would give you direction this summer. Pray for God's will for Hartland and for the team that will be assembled here this summer.

Complete and return the application form:

- Make sure that you have filled in all blanks on the application.
- Make sure you list your dates of availability.
- Make sure you sign and date the application.

Distribute the 2 Reference Forms to people who know about your character and abilities. (It is not necessary to return the references with your application. Encourage the people you selected to mail the form back to Hartland Christian Camp as quickly as possible.)

Set up an interview

by contacting Hartland Christian Camp, or check the box on page 1 of the Application (and we'll call you).

As soon as we have received your application, references, and have conducted either a personal or phone interview, your application will be reviewed. Positions fill quickly, so the earlier you have everything in, the better your chances are of being considered for the position you desire most.

Once your application has been reviewed, you will be contacted as to whether or not Hartland Christian Camp will issue an offer of employment.

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Summer Staff Application

Name: _____
(First) (Middle initial) (Last)

Social Security No: _____

Current Address

(Street Address or PO Box)

(City) (State) (Zip)

(I'm here until ____/____)

Phone Number: (____) _____

I can also be reached by:

E-mail: _____

Cell Phone: (____) _____

Permanent Address

(If different than current address)

(Street Address or PO Box)

(City) (State) (Zip)

Phone Number: (____) _____

Previous Address

(Street Address or PO Box)

(City) (State) (Zip)

Phone Number: (____) _____

Present Status

I am a college high school student at

Name of School: _____

Major: _____ GPA _____

Fresh Soph Junior Senior

I am employed: Part-time Full-time

I work for: _____

OK to contact employer as reference? Yes No

Served at Hartland Christian Camp before:

Yes No

If yes, I worked as a _____

during the summer of _____ (year)

T-Shirt Size S / M / L / XL / XXL (Circle one)

Employment Interests

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

Please refer to enclosed "Positions Available" list.

I am willing to serve:

any position only in positions selected

Please call me to arrange a phone interview.

I can begin: _____ / _____
(month) (day)

I can stay until: _____ / _____
(month) (day)

Additional Information

Driver's License #: _____ State _____

Do you have any disabilities which might prevent you from performing the position for which you are applying?

Yes No

If yes, on a separate sheet state disability and suggest how we could accommodate your disability.

Have you been arrested for any offense?

Yes No

If yes, provide details on separate sheet of paper.

Have you ever been accused, arrested, or convicted for any sexually related crimes?

Yes No

If yes, provide details on separate sheet of paper.

Have you been involved with narcotics?

Yes No

If yes, provide details on separate sheet of paper.

Are there any circumstances involving your life-style or background that would call into question your ability to work with youth?

Yes No

If yes, provide details on separate sheet of paper.

If hired, I agree to refrain from smoking, drinking alcohol, and involvement with narcotics.

Yes No

Do you have any pending criminal charges against you?

Yes No

If yes, provide details on separate sheet of paper.

Please list any current licenses or certifications:

(WSI, Lifeguard Training, CPR, First Aid, LVN, RN, EMT) other: _____

Certificate current through: ____ / ____ / ____

Housing

If you are employed by Hartland Christian Camp, employment includes housing. Housing at Hartland Christian Camp is designed with single, college-age students in mind. Please provide the following (it helps us in assigning housing) - Age: _____

Birthdate: ____ / ____ / ____ M F

If not single; please provide details on what your housing needs are.

Work & Ministry Experience

Camp or Conference Center Staff Experience: List any camp experience. Use second line to explain responsibilities.

#1

Camp Name:	Telephone: ()
Name of Supervisor:	Employed From: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	
Age Group Served:	

#2

Camp Name:	Telephone: ()
Name of Supervisor:	Employed From: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	
Age Group Served:	

#3

Camp Name:	Telephone: ()
Name of Supervisor:	Employed From: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	
Age Group Served:	

Leadership/Ministry Experience: List paid & volunteer experiences you have had. Be sure to include any experience you have had i.e. Church Youth Leader, V.B.S. Leader, Coach, Student Teacher, Dorm Resident Assistant, Campus Life, Young Life, Child Care Worker, Campus Crusade, Intersvarsity, Sunday School Teacher. **Please include experience leading Bible studies.**

#1

Ministry Name:	Telephone: ()
Name of Supervisor:	Served From: / / To: / /
Job Title:	Ok to contact as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	
Age Group Served:	

#2

Ministry Name:	Telephone: ()
Name of Supervisor:	Served From: / / To: / /
Job Title:	Ok to contact as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	
Age Group Served:	

#3

Ministry Name:	Telephone: ()
Name of Supervisor:	Served from: / / To: / /
Job Title:	Ok to contact as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	
Age Group Served:	

Employment Record: List recent employment first. Exclude camp staff positions.

#1

Employer/Company:	Telephone: ()
Name of Supervisor:	Employed from: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	

#2

Employer/Company:	Telephone: ()
Name of Supervisor:	Employed from: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	

#3

Employer/Company:	Telephone: ()
Name of Supervisor:	Employed from: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	

#4

Employer/Company:	Telephone: ()
Name of Supervisor:	Employed from: / / To: / /
Job Title:	Ok to contact employer as reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Work:	
Reason for Leaving:	

Age Groups: Rate your experience and/or ability to teach and lead in **each** of the age groups listed below.

0 - no experience

1 - little experience

2- some experience

3 - much experience

___Elementary

___Jr. High

___Sr. High

___College

___Adult/Family

Spiritual Insight

1. Describe your current relationship with Christ, including when you became a Christian, and your present participation in ministry activities. (Use additional sheet if necessary.)

2. What do you do to maintain your spiritual growth?

3. What would you tell someone if they asked, "Why read and study the Bible?" What makes the Bible different from other books?

4. What is discipleship? What is accountability? How are you experiencing either or both?

5. (Read Matthew 20:25-28) How do you see these words of Christ applying to the staff in a Christian camp? _____

6. Why do you want to serve at Hartland Christian Camp? _____

7. What do you see as your strengths? _____

8. What do you see as areas for improvement? _____

7. Is there anything else you would like us to know about you? _____

Church you attend: _____ For how long? _____

Pastor: _____ Telephone: (____) _____

Employment Commitment

Staff members are expected to attend all training sessions, regular meetings, and Bible studies. Tidy living quarters and neat personal appearance while on the job are mandatory. Smoking and the use of alcoholic beverages and drugs are prohibited. Hartland staff will work approximately 40 to 48 hours per week. Camp staff schedules are dictated by the individual programs and the need to supervise kids 24 hours a day while camp is in session. If under 18 years old and you have not graduated from high school, you will need to show proof of a work permit before being hired. All staff members must agree to abide by the guidelines defined in the Summer Staff Handbook that will be provided to all who are accepted for employment.

Please read each of the following statements. Signify your response to each statement by initialing in the Yes or No column.

I authorize Hartland Christian Camp to conduct a background check. Yes___ No___

In the event of employment, I would consider it a privilege to perform any responsibilities assigned to me by Hartland Christian Camp. Yes___ No___

If employed, I agree to abide by the spiritual standards of Hartland Christian Camp as well as all applicable policies and procedures. I understand this includes my agreement to refrain from smoking, drinking alcoholic beverages, and involvement with narcotics during my employment. Yes___ No___

In the event of employment, I will commit myself to fulfill my contract dates. Yes___ No___

I understand that I may be called upon to work as a counselor or to supervise campers/quests and am willing to serve in this capacity if needed. Yes___ No___

I authorize investigation of all statements herein and release Hartland Christian Camp and all other from liability in connection with same. I understand that, if employed, I will be an at-will employee. I also understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery.

(Date)

Signature of Applicant

Please attach recent photo here



You have the right, if you so choose, to omit certain answers in this application, i.e., birth date, sex, marital status, photograph. All statements become part of any future employee personnel files.

Mail to - Bryan Case, Hartland Christian Camp, 57611 Eshom Valley Dr., Badger, CA 93603

JOB SUMMARY

FOOD SERVICE

Food Service Staff - Set and clear tables in the dining room, serve guests and stock buffet lines, assist with basic meal preparation, operate dishwasher, and clean kitchen/dining room facilities regularly. Must have a pleasant personality and be willing to provide excellent service. Must have ability to have fun and work hard.

Cook/Assistant - Duties include grill cooking and quantity food preparation. Large group institutional cooking experience would be extremely beneficial. Employee must be able to lift/carry up to 50 pounds.

Dishwasher - Duties include operating a dishwasher and working as team member. Must have a positive attitude, a willingness to do routine indoor work, and an ability to work efficiently as a vital part of this ministry. Employee must be able to lift/carry up to 50 pounds.

ADMINISTRATION

Office Assistant - Greet campers, interact with camp leaders, answer phones, sort mail, handle money, and provide support. Must be a well-organized and mature team player. Must have pleasant personality.

MAINTENANCE

Maintenance/Recreation Assistant - Duties involve general camp maintenance and may include trenching, digging, raking, watering, trash pickup, lawn mowing, cutting, splitting and hauling wood, carpentry, and electrical repair. Occasionally there may be a need for qualified personnel to operate heavy equipment and machinery. Employee must be able to frequently lift/carry up to 50 pounds and up to 100 pounds occasionally. Primary duties are in the Maintenance Department but will assist with recreation on the climbing wall, zipline, and extreme swing as needed.

ACCOMMODATIONS

Accommodations/Recreation Assistant - Must enjoy vigorous physical labor and working as a team member. Some basic knowledge of housecleaning and custodial procedures would be beneficial. Duties include stripping and making beds, cleaning restrooms, vacuuming, setting up meeting rooms, hauling trash, cleaning floors/carpets/windows and walkways. Employee must be able to frequently lift/carry up to 25 pounds. Primary duties are in the Accommodations Department but will assist with recreation on the climbing wall, zipline, and extreme swing as needed.

Lifeguard/Accommodations - Duties include assisting in waterfront and other camp recreational programs, refereeing, lifeguarding, and pool maintenance. Lifeguard, CPR, and First Aid certificates are essential. WSI certification would be extremely helpful. Employee must be able to lift/carry up to 75 pounds and meet Hartland's qualifying and training standards. Assist accommodations crew as needed.

PROGRAM

Audio/Video Tech - Run lights, video, and sound for most program activities. Shoot video throughout each week of camp and edit raw footage down to a 10-20 minute, action-packed, camper video. Maintain all AV equipment regularly. Must have significant related experience, technical aptitude, and rapport with kids.

Recreation Director - Must have experience planning and running games and activities for large groups of young people. Duties include planning, leading, and refereeing of all group recreation games and activities, supervise recreation staff, and ensure that all games and activities are organized, safe, and fun for all campers. Organize and maintain all recreation equipment. Must have leadership abilities and be able to communicate effectively to large groups. Experience in coaching or refereeing of organized sports are a plus.

Recreation Team Member - Must be a team player and able to work well with others. Must be enthusiastic and comfortable speaking to large groups. Duties include assisting the Recreation Director in planning, running, and refereeing of games and activities for campers. Must organize and maintain all recreation equipment, and assist in all areas of program as needed.

SNACK BAR/GIFT SHOP/ACCOMMODATIONS

Duties include grill and deep fry cooking. Help maintain cleanliness and attractiveness of facilities. Sell and restock inventory. Must enjoy cheerfully serving our guests. Cash register experience desired. Employee must be able to lift/carry up to 50 pounds. Assist Accommodations Crew as needed.

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Personal Reference

Completed by an Employer, Teacher, or someone who knows your character/abilities

Responses given are kept confidential

Name of Applicant: _____ Applying for position of: _____

This person has applied to work at Hartland Christian Camp's summer camps. Hartland is an interdenominational Christian camp and conference center for children, youth, adults, and families.

Authorization

Applicant - Please sign and date before handing out this reference form

I hereby authorize _____ to provide Hartland Christian Camp with the information requested. I release him/her from all liability in the giving of this information.

Signed: _____

Date: _____

Your honest appraisal will assist us in evaluating the applicant's qualifications and abilities for this job. Please leave blank any questions you feel unqualified to answer, and feel free to include a personal note regarding the qualifications of the applicant. Remember that it will be the truly exceptional person who ranks high in all categories. Your prompt response is greatly appreciated. Thank you. (We prefer to have all references returned as soon as possible.)

How long have you known the applicant? _____ In what capacity? _____

What type of work did the applicant perform? _____

What was their attitude toward work/learning? _____

What was their attitude toward their supervisor? _____

In what areas did the applicant excel? Are there any noteworthy accomplishments or qualities that we should be aware of? _____

Please evaluate the applicant's maturity of judgment and dependability: _____

Please explain any tendencies or traits that might reduce the effectiveness of the applicant in the position(s) listed above: _____

Would you want to place your own child under the direct influence and care of this individual? If not, please explain why. _____

Do you recommend the applicant? Are you aware of any reason why this applicant should NOT be considered for employment? _____

Please X the qualities that best describe the applicant in the following areas:

Work Habits

- Makes trouble Follows suggestions willingly Meets average expectations
 Does over & above Unusual perseverance Neglects common good for own interests
 Teachable Needs much prodding/lazy Works for common cause regardless of self-benefit
 Self-starter Completes assignments on own accord Needs constant supervision
 Resents suggestions Sees what needs to be done and does it Needs much encouragement/affirmation

Leadership Ability/Style

- Usually follows Poor ability Average ability Good ability Exceptional ability Servant Dominant

Social Interaction/Relationships with Peers

- Avoided by others Tolerated by others Liked by others Well-liked Respected Sought out by others

Personality

- Cold Shy & withdrawn Reserved Quiet Friendly Warm Outgoing Extroverted Overbearing

Emotional Stability

- Easily disturbed Often over-responds Tends to be moody Relatively stable Self-controlled Well-balanced

Please use the scale below to rate the applicant in the following areas.

1-Superior 2-Above Average 3-Average 4-Weak 5-No information

- | | |
|---|---|
| <input type="checkbox"/> Flexibility (Ability to adjust to new conditions or duties) | <input type="checkbox"/> Biblical Knowledge (Clear understanding) |
| <input type="checkbox"/> Attitude (Disposition toward hard work and those in authority) | <input type="checkbox"/> Spiritual Commitment (Dedication, growth) |
| <input type="checkbox"/> Personal Integrity (Honesty, good judgment) | <input type="checkbox"/> Incentive (Motivates oneself and self-starter) |
| <input type="checkbox"/> Friendliness (Ability to make friends and meet people) | <input type="checkbox"/> Health (Ability to work under stress) |
| <input type="checkbox"/> Cooperation (Ability to work as a constructive team member) | <input type="checkbox"/> Appearance (Neatness, dress) |

Is there any information that would be best communicated over the phone? Yes No If yes, we will call you.

I strongly recommend, recommend, recommend with hesitation, do not recommend this applicant, for these jobs.

Additional Comments:

Name _____

Date _____

Position/Company _____

Phone (____) _____

Please return to:

Hartland Christian Camp
Attn. Bryan Case
57611 Eshom Valley Dr.
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Completed by a Pastor, Youth Leader, or someone knowing your relationship with God

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How long have you known the applicant? _____ In what capacity? _____

Is the applicant a Christian? _____ If so, for approximately how long? _____

Does he or she appear to have a healthy, growing relationship with Christ? What evidence do you see of this in their life? _____

What gifts do you see the applicant possessing and actively using? Any noteworthy accomplishments or qualities? _____

Please explain any tendencies or traits which might reduce the effectiveness of the applicant in the position(s) listed above. _____

Please describe the applicant's ability/experience in working with children and youth. _____

Is the applicant actively involved in any type of Christian service? If so, what type of service? _____

Would you want to place your own child under the influence and care of this individual? If not, please explain why. _____

Do you recommend the applicant? Are you aware of any reason that this applicant should NOT be considered for employment? _____

Please X the qualities that best describe the applicant in the following areas:

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- | | | |
|--|---|--|
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| <input type="checkbox"/> Self-starter | <input type="checkbox"/> Completes assignments on own accord | <input type="checkbox"/> Needs constant supervision |
| <input type="checkbox"/> Resents suggestions | <input type="checkbox"/> Sees what needs to be done and does it | <input type="checkbox"/> Needs much encouragement/affirmation |

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| <input type="checkbox"/> Friendliness (Ability to make friends and meet people) | <input type="checkbox"/> Health (Ability to work under stress) |
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Position/Company _____

Phone (____) _____

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