



CORTLAND BIBLE CLUB CAMP

P.O. BOX 100
PITCHER NY 13136
(607) 863 4225

SUMMER STAFF PRE-EMPLOYMENT APPLICATION

PERSONAL INFORMATION

NAME _____
(Last) (First) (Middle)

Permanent Address _____
(Street) (City) (State) (Zipcode)

Permanent Phone () _____ - _____ I will be at this address beginning _____ 20_____

Permanent Cell () _____ - _____ Email Address _____

Temporary/School Address _____
(Street) (City) (State) (Zipcode)

Temporary Phone () _____ - _____ I will be at this address until _____ 20_____

Are you 18 years of age or older? Yes No If no, give date of birth ____ / ____ / _____

Have you ever been convicted of a felony? (A conviction will not automatically disqualify job candidates. Seriousness of crime and date of conviction will be considered.) Yes No if yes, please explain _____

How did you hear about Cortland Bible Club Camp? _____

CHURCH INVOLVEMENT

Church _____ Website _____

Your Involvement: _____

Pastor's Name _____ Phone () _____ Email _____

Church Address _____
(Street) (City) (State) (Zipcode)

EDUCATION AND CERTIFICATIONS

School Name Major Courses

High School _____

College or Univ _____

Certifications: (i.e. Lifesaving, WSI, EMT, LPN, RN, 1st Aid, CPR, etc) _____

WORK EXPERIENCE

Camp, Ministry, and Other Experience (LIST THE MOST RECENT FIRST)

Employer #1 _____

Address _____
(Street) (City) (State) (Zip)

Name of supervisor _____ Phone () _____

Dates of employment _____ Reason for leaving _____

Position _____ Responsibilities _____

Employer #2 _____

Address _____
(Street) (City) (State) (Zip)

Name of supervisor _____ Phone () _____

Dates of employment _____ Reason for leaving _____

Position _____ Responsibilities _____

Employer #3 _____

Address _____
(Street) (City) (State) (Zip)

Name of supervisor _____ Phone () _____

Dates of employment _____ Reason for leaving _____

Position _____ Responsibilities _____

REFERENCES

Please provide three (3) non-related references from people in the following areas of your life.

1. **Spiritual Reference:** pastor, youth pastor or spiritual counselor (listed under Church Involvement)

Name _____

Phone () _____ Email _____

Address _____
(Street) (City) (State) (Zip)

2. **Work Reference:** former employer (listed under Work Experience)

Name _____

Phone () _____ Email _____

Address _____
(Street) (City) (State) (Zip)

3. **Character Reference:** someone who knows you well

Name _____

Phone () _____ Email _____

Address _____
(Street) (City) (State) (Zip)

It is YOUR responsibility to provide the *Confidential Reference Form* to your references to complete and send to **CBCC; P.O. Box 100; Pitcher, NY 13136**. Additional forms can be downloaded at www.cortlandbibleclubcamp.org

MINISTRY OPPORTUNITIES

PROGRAM STAFF

- Counselor (18 Preferred)
- Swing Staff (17 Preferred)
- Leadership Training Director (21 Preferred)

SUPPORT STAFF

- Waterfront Director (21 Preferred)
- Lifeguard, (16 Preferred)
- Kitchen Assistant (15 Preferred)
- Maintenance Assistant (15 Preferred)

ACTIVITY SKILLS

The following instructional activities may be offered to the campers during the summer camp program at CBCC. The information you provide in this section will help determine what activities you are able to teach or assist. Specific training in the activities will take place during Staff Training Camp. Structured activity lessons will be provided with flexibility to add your own teaching style and creativity. If you have a special skill not listed, please select "Other Skill" and tell us about it in the space provided. Events that all staff will learn to teach or participate in are NOT listed below (i.e. Bible lessons, mountain climb, etc)

- | | | |
|--|---|--|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Music (Instruments)) | <input type="checkbox"/> Pioneering (camping skills) |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Music (Vocal) | <input type="checkbox"/> Puppetry |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Nature | <input type="checkbox"/> Sign Language |
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Photography | <input type="checkbox"/> Swimming |

Do you play any instruments? _____ Other Hobbies you are involved in _____

GETTING TO KNOW YOU BETTER

On a separate sheet of paper, typewritten if at all possible, please respond to all of the following items in the form of a testimony about yourself. Give this part of the application process careful consideration. Your original thoughts, style of writing, and neatness of presentation reflect your personality. Be specific give Scripture references, personal experiences, special events, or anything else, which will help us get to know you better. THANK YOU FOR YOUR EFFORT.

- Why do you wish to serve at Cortland Bible Club Camp this summer?
- Briefly describe the circumstances of your personal conversion and commitment to Jesus Christ.
- Write a short paragraph conveying the ways that you pursue growth with Christ in your daily life.
- Tell us about any experience you have had working with children and youth.
- Briefly summarize the Gospel of Jesus Christ, as you would share it with someone who has never heard it.
- List your areas of ministry. Describe how you are using your special gifts, talents, and skills in school, community, and church activities.
- Briefly tell us your future plans and goals for your life.
- Describe your concept of a Christian camping experience.
- Please indicate either full agreement with or any hesitations, disagreements or questions about the Cortland Bible Club Camp/BCM International Doctrinal Statement and Special Policies.

DISCLAIMER AND ACKNOWLEDGEMENTS

I have read and fully understand all questions requested in this application. I certify that all answers given by me are accurate and complete. I understand that the completion and/or execution of this application does not ensure me a position, nor does it obligate me or Cortland Bible Club Camp/BCM International (the organization) in any way. I fully understand that the omission and/or misrepresentation of facts requested may be cause for immediate dismissal without prior notice.

I authorize the organization to inquire about my work and personal history and to verify all data given in this application for employment, related papers and my oral interviews. I authorize the organization to contact the references listed above and I release each person from liability for providing this information. I further authorize a post-offer criminal history file check by name and identifiers to determine the existence of any arrest resulting in conviction. I understand that information concerning my references and criminal history check will be treated in a confidential manner and only those individuals with a legitimate need to know will have access to this information.

I have read, understand and agree to and abide by the organization's Doctrinal Statement and Special Policies. I, furthermore, understand that because the organization is a Bible- and Christ-centered ministry that my affirmation of the Doctrinal Statement and Special Policies needs to be ongoing and committed to continue employment.

If accepted for employment, I agree to abide by all the rules and regulations set forth by the organization outlined in the Staff Manual. I understand that my employment and compensation can be terminated AT WILL, with or without cause, at any time, either at my option or at the option of the organization.

Signed _____

Date _____