

Please fill out application completely so we may place you in the position that best serves your gifts & talents

Heartland SEP 2014 Volunteer Staff Application



OFFICE USE ONLY

Date Rec'd _____
 Accept _____
 Position(s) _____
 Deny _____

STAFF APPLICATION DEADLINE: **APRIL 15, 2014**

STAFF RETREAT	COUNSELOR WEEKEND	CAMP STAFF ARRIVAL DATE	CAMP STAFF DEPARTURE DATE
FEBRUARY 28-MARCH 2	TBD	FRIDAY, JULY 25, 2014	SATURDAY, AUGUST 2, 2014

Staff Retreat & Camp Location: Eagle Crest Camp, Central Illinois
Counselor Training Location: TBD
Camper session runs from Sunday, July 27 through Saturday, August 2, 2014



Applicant Information

PLEASE PRINT

First Name _____ Last Name _____

Mailing Address _____ (Circle): Male / Female

City _____ State _____ Zip Code _____

Email Address _____ Home Phone () _____

Birth Date (month/day/year) ____/____/____ Age at Camp _____ Cell Phone () _____

Parent/Guardian Name(s) if under 18 _____ Parent Phone () _____

Adult T-Shirt Size (Circle): S (34-36) M (38-40) L (42-44) XL (46-48) XXL (Over 48) Other _____

For Staff Attending with Mini-campers (children less than 10 years old): How many children will attend with you? _____
Mini-camper health forms/applications will be sent to you

Note: Because HSEP does not charge tuition for mini-campers, they must be your own children (exceptions must be reviewed and approved by the HSEP camp director). All mini-campers must have a separate application and health form completed and submitted.

Camp Experience

Have you attended a Generations/SEP camp as a camper? (Circle): YES / NO Year(s)/Location(s) _____

Have you ever served as a camp staff member? (Circle): YES / NO Year(s)/Location(s) _____

If staff, in what position(s) have you served? _____

Church Affiliation: Please check all that apply

I attend church services regularly: _____
Name and location of church/congregation

I am an adult-baptized member of the following church: _____

I am involved in other ministry/serving as follows: _____

Describe your relationship with Jesus Christ

Why would you like to be a Heartland SEP Staff Volunteer?

(continued on next page)

References Two (2) recommendation forms should be completed and submitted separately by the references listed below if not on file.

Please have **two (2) recommendation forms completed**: one from your pastor (or a pastor not related to you) and one from a responsible adult (not related to you), who are knowledgeable of your ability to work with youth, in ministry, and in the specific areas for which you are applying. Additional forms may be downloaded from www.heartlandcamp.org

Name of Pastor	Phone Number	Relationship to Applicant
Name of additional reference	Phone Number	Relationship to Applicant

Spiritual Gifts If known, please list up to three (3) of your spiritual gifts

Spiritual Gift #1	Spiritual Gift #2	Spiritual Gift #3
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Preferred Volunteer Staff Positions After filling out the Skills, Interest, and Experience Inventory on Page 4 list your preferred positions below with supporting information. Please be specific and decisive – do not write “wherever”, “whatever needed”, “any”, etc.

First Choice	Relevant Experience/Training/Certification
Second Choice	Relevant Experience/Training/Certification
Third Choice	Relevant Experience/Training/Certification

I have the following **current** certification(s): CPR EMT First Aid Lifeguard Other _____

Does the applicant have a condition that limits or prohibits his/her physical activity? (Circle): **YES / NO**

If yes, please explain below. If no response is given, Heartland SEP will conclude that the applicant can engage in all camp-related activities.

Additional Information This supplemental information is required for applicants for volunteer service at Heartland SEP whose desired position includes, or might include, working with, or in close proximity to, minors.

Do you ever drink alcohol to the point of drunkenness? (Circle): **YES / NO**

Do you use illegal drugs? (Circle): **YES / NO**

Have you ever been arrested for or convicted of a crime? (*You may exclude certain misdemeanors the law exempts from disclosure. Conviction will not necessarily disqualify you.*) (Circle): **YES / NO**

Have you ever been arrested for or convicted of child abuse, child molestation, child neglect, sexual assault, rape, or any other sex crimes, drug crimes or violent crimes? (Circle): **YES / NO**

Have you ever had a civil judgment entered against you or is there a pending complaint against you concerning intentional injury against others or your treatment of minors? (Circle): **YES / NO**

Date(s) of arrest/conviction(s) _____ Case number(s) _____

Location(s) of arrest/conviction(s) _____

Is any such criminal or civil case currently pending against you or on appeal? (Circle): **YES / NO**

What were you convicted of? What was the judgment entered against you? _____

Penalties/terms of judgment imposed _____

If NOT completed in the last 5 years, please enclose \$12 (check made payable to “Heartland SEP”) to cover the cost of a background check.(continued on next page)

Volunteer Staff Service Request and Applicant Certification

- I, the undersigned, agree to donate my time at Heartland SEP as staff without expectation of payment or compensation. I understand that my room and board will be provided as a courtesy at the Heartland SEP site, if accepted.
- I also understand that if accepted as a volunteer, this service relationship is mutually agreed-upon and is terminable at will by either party.
- I certify that to the best of my knowledge the information provided by me in this application is accurate, complete and without material omission. I authorize Heartland SEP to investigate the statements contained in the application. I also release Heartland SEP and any person, company or institution that provides Heartland SEP with information concerning my background from any and all liability or claims that may result from the investigation, use or disclosure of such information, and/or any damage that may result. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer, the withdrawal of an offer, or if I am accepted as staff, in my dismissal from staff position.
- I understand that this application augments all other applications previously submitted to Heartland SEP by the undersigned applicant.
- I understand that Heartland SEP does not provide personal medical or health insurance, and that it is my responsibility to provide personal insurance.
- Heartland SEP may use any photos or videotapes taken of me at any camp event in their publications or those of their sponsor, Grace Communion International.
- I agree with the "Statement of Beliefs" and support the policies of Heartland SEP.
- In keeping with its Christ-centered mission Heartland SEP sets high standards of personal conduct. These standards include rules against intoxication or possession of intoxicants, sexual misconduct, use or possession of illegal drugs, misuse of legal drugs, stealing, smoking, disorderly conduct, intentional destruction of property, refusal to cooperate with Heartland SEP personnel or any conduct or attitudes not in keeping with Christian standards.
- I understand that staff members who do not abide by the rules and policies of Heartland SEP, or whose conduct or attitude undermine the wholesome, positive, and Christ-centered camp environment, may be dismissed, and their travel arrangements to return home will be made at their own expense.

THE UNDERSIGNED HAS CAREFULLY READ THIS CERTIFICATION AND FULLY UNDERSTANDS AND AGREES WITH ALL OF THE ABOVE.

Applicant's signature

Date

Parent/guardian's signature
(Required, if applicant under 18)

Date

Application Process

DEADLINE: Apply no later than **April 15, 2014**. Completed applications will be reviewed as they are received. Information packets will be sent to the Heartland SEP staff volunteer upon acceptance.

INCOMPLETE APPLICATIONS WILL BE RETURNED

APPLICATION CHECKLIST:

- Two (2) recommendation forms sent to your references for completion
- Enclosed completed application
- Attached recent photo (taken within the last year)
- Completed Skills, Interest, and Experience Inventory
- A check for \$12 made payable to "Heartland SEP" to cover the cost of a background check

MAIL COMPLETE APPLICATION PACKAGE TO:

Linda Holmes
PO Box 46
Woodhull, IL 61490

Phone: 309-334-2500
Email: moms727@divcominc.net

Visit our website: www.heartlandcamp.org for forms and updates

Heartland SEP is a private, non-profit entity sponsored by the Generations Ministry of Grace Communion International. Our purpose is to promote Jesus Christ and His way of life to all participants. Campers and staff of all nationalities, races and denominations are encouraged to join us as we share in Christian worship and life.

(continued on next page)



SKILLS, INTEREST, AND EXPERIENCE INVENTORY

Please supply the information that will help us place you on the staff so as to best serve the needs of Heartland SEP

Use a scale of **1 through 5**, where **1 = "just a little"** and **5 = "a lot"**

Skills	Interest (1 - 5)	Ability Level (1 - 5)	Experience (1 - 5)	List Certifications & Qualifications (attach additional sheets if necessary)
Accounting/Bookkeeping				
Archery				
Arts & Crafts				
Audio/Visual				
Basketball				
Belaying/Climbing Wall				
Computer Skills (DTP)				
First Aid/CPR				
Custodial/Maintenance				
Dance (list styles, e.g. ballroom, hip-hop, etc.)				
Dorm Counselor				
Early Childhood Education				
EMT				
Food Services/Chef/Kitchen				
Football				
High Ropes				
Knot tying/Lashing				
Lifeguard/Waterfront Supervision				
Medical/Doctor/Nurse				
Music/Instrument (what instrument?)				
Music/Vocal				
Nature - Conservation Skills				
Office/Clerical				
Orienteering - Map & Compass				
Performing Arts/Drama				
Photography				
Radio/Broadcasting				
Retail Sales				
Security & Safety				
Soccer				
Softball				
Tennis				
Team Building/Challenge Course				
Tent Camping				
Videography				
Volleyball				
Worship Leader				

Please supply additional experience and qualifications you have that you feel will be relevant to camp:
(attach additional sheets if necessary)
