

SUMMER STAFF APPLICATION

Please print clearly

Date _____

Name _____ Sex ____ Soc. Sec. # _____ - _____ - _____
First Int. Last

Permanent Address

Street/P O Box City State Zip
Telephone Numbers Day (____)____ - _____ Night (____)____ - _____ Cell (____)____ - _____

Name of school attending _____ E-mail _____

Address while in school _____
Street/P O Box City State Zip

Tentative Vocational Choice _____ GPA _____

Telephone # at school (if applicable) (____)____ - _____ Date of Birth ____ - ____ - ____ Age _____

Present Church Membership _____
Church Name City Pastor's Name Phone Number

Parent's Names _____

Home Phone #'s: Day: _____ Night: _____

Position for which you are applying _____

Education: (Begin with present or most recent school)

School Major Subject(s) Dates Degrees Granted (if any)

Previous Employment: (Begin with present or most recent employment)

Employer Address Phone # Years Employed

1. _____

2. _____

3. _____

References: Submit the names and phone numbers of three people not related to you who can attest to your character. Give a "Reference Form" to each to send to MSRC once completed.

1. _____
2. _____
3. _____

Your Gifts:

In the following lists, put numeral "1" in the blank before those activities you can organize and teach as an expert, a "2" before those activities you can assist in teaching and a "3" before those which are your hobbies. Use blank spaces to write in skills not already listed. (Please be honest).

Arts & Crafts

- ___ Indian Lore
- ___ Jewelry
- ___ Nature Crafts
- ___ _____
- ___ _____
- ___ _____
- ___ _____

Camp craft & Pioneering

- ___ Backpacking
- ___ Campfire Program
- ___ Hiking
- ___ Lashing
- ___ Outdoor Cooking
- ___ Overnight Camping
- ___ Ropes and Knots
- ___ _____

Performing Arts

- ___ Dance:
 - ___ Folk
 - ___ Social
 - ___ Square
- ___ Drama
- ___ Storytelling
- ___ _____
- ___ _____

Music

- ___ Instruments
- ___ Autoharp
- ___ Guitar
- ___ Piano
- ___ _____
- ___ Lead Singing
- ___ Song Writing
- ___ Vocal Solo
- ___ _____

Nature

- ___ Animals
- ___ Astronomy
- ___ Birds
- ___ Conservation
- ___ Flowers
- ___ Insects
- ___ Reptiles
- ___ Rocks & Minerals
- ___ Tree & Shrubs
- ___ _____

Recreation

- ___ Informal Games
- ___ Rappelling
- ___ Ropes Course
- ___ Softball
- ___ Volleyball
- ___ _____
- ___ _____
- ___ _____

Waterfront

- ___ Canoeing
- Y N *Certified Lifeguard?
- Y N *WSI Certified?
- ___ Swimming
- ___ Other Certifications
(Blob, canoeing)
- ___ _____
- ___ _____
- ___ _____

Miscellaneous

- ___ Carpentry
- ___ Computer
- ___ CPR
- ___ Commercial Food Preparation
- ___ First Aide
- ___ Worship Service
- ___ Weather
- ___ _____
- ___ _____

Interpersonal Skills

- ___ Communication
- ___ Problem Solving
- ___ Leadership Skills
- ___ _____
- ___ _____
- ___ _____

On a separate piece of paper please respond to the following:

1. Describe your Christian journey.
2. What motivates you to go the extra mile on a job?
3. Do you drive? Please submit a photocopy of your driver's license and social security card.
4. Do you use tobacco? Yes ___ No ___.
5. Do you use alcoholic beverages? Yes ___ No ___.
6. What is your T-shirt size (Circle one): XXL XL L M S
7. What dates are you available for employment? _____.

Very Important - Background Checks

Criminal background checks and driving records are required by Mount Shepherd Retreat Center as a condition of employment. Prior to employment and during the application process Mount Shepherd Retreat Center requires each camp staff (e.g., volunteer, employed, and contracted; full-time and part-time, and international) that has responsibility for or access to campers submit the following documentation (this requirement includes an annual check of on-site operational personnel as well):

Sexual Offender Background Check (Volunteers under the age of 18 are excluded from this requirement):

1. A voluntary disclosure statement (pink; this form is provided by MSRC), **AND**
2. Documentation of a background check from the National Sex Offender Public Registry or documentation from the sexual offender registry from the state of primary residence. (Good resource: www.nsopw.gov)

Criminal Background Check:

1. Documentation of a criminal background check from the state of primary residence. (Good resource: www.nc123.org)

Driving Record Check:

2. Documentation of driving record. (Good resource: www.nc123.org)

All applicants, including international applicants, must submit to an interview face-to-face or by phone with the camp director or a designated representative. All statements become part of any future employee files and are treated confidentially. With my signature below I give permission to verify the information I have provided. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless Mount Shepherd Retreat Center and the officers, employees, board members and volunteers thereof from any use of this application or information. I waive any right to inspect references provided on my behalf.

With my signature below I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

Signature _____

Date _____.

Personnel Policies

SALARY:

It is the policy of Mount Shepherd Retreat Center to disburse checks on the 15th and the last day of the month. Should the dates fall on the weekend, checks will be disbursed on the last day of the week prior to the 15th and the last day of the month prior to the last weekend of the month. Advances may be requested but it is the preferred that you receive your check at the regular time.

MINIMUM PAY SCHEDULE

Assistant Counselor - \$175/per week before taxes
Counselor - 1st year - \$180/per week before taxes
Counselor - 2nd year - \$190/per week before taxes
Counselor - 3rd year - \$200/per week before taxes

BENEFITS:

INSURANCE COVERAGE is provided for all seasonal staff for injuries and illnesses related to work.

ADMISSION FEES shall be paid by Mount Shepherd Retreat Center for seasonal staff to events related to summer camping program (US National Whitewater Center, North Carolina Zoo, etc.) and approved by the Director.

ROOM AND BOARD is provided. No seasonal staff is allowed to live off-site without the Director's approval. Staff must provide their own meals when campers are not present. Staff must prepare and clean up after their meals when the kitchen staff is off duty.

TIME OFF:

Daily: Staff are allowed up to two hours off daily. This may be time worked out with co-counselors when another adult and or support staff person is present for an activity such as swimming, Bible study, or by special request during an emergency. If other opportunities arise please consult with the Summer Program Director.

SICK LEAVE:

The camp nurse must approve sick leave for one 24-hour period within the workweek. The Director regarding any pay deduction will review additional sick leave in a given week.

LEAVE OF ABSENCES:

Emergency leave will be granted if such need arises. Salary will be paid/withheld on the same terms as sick leave.

ABSENCES:

A staff member shall not have an absence during camp. Exception: sick leave, leave of absence.

PERFORMANCE EVALUATION PROCESS:

All seasonal staff shall undergo an evaluation of their job performance midway during camp. All seasonal staff will participate in weekly written evaluation of each of their weeks.

EXTRA WORK:

Throughout the year Mount Shepherd has groups that come for retreats, meetings; seminars or training events. Lifeguards, kitchen staff and others may be needed to help with these events. If you would like to earn some extra money please ask the director for more information.