



Dear Prospective Camp Howard Staff:

Thank you for showing your interest in Camp Howard! This application packet contains valuable information and we encourage you to read through it so you can get a better understanding of what Camp Howard is all about.

The 2010 camp season begins on July 2 and ends August 20. We will provide a week of staff training before the campers arrive. Supervisor training will start July 2nd, and go until the morning of the 4th. Everyone will have July 4th off. Supervisors and counselors will arrive at Camp Howard on the 5th to start staff training and end with Open House on the 10th. Our first week with campers starts the 11th.

APPLICATION PROCESS:

- * Fill out the Application Form completely and return it to the Portland office as soon as possible. Please type or print neatly and remember to sign the form. Make sure to read the times and process for returning staff and new staff applications.
- * Send out **three** reference forms to people you listed on your application form. Before giving the forms to your references, fill in the top section with your name and the position for which you are applying. Please stress the importance of returning these forms to the Portland office in a timely manner.
- * When your application and reference forms have been received in the Portland office, we will contact you for an interview. Interviews will start January 10th.
- * Prior to being hired, a health form and a background check both need to be completed, as well as current copies of First Aid / CPR certifications provided. The background check and health forms are available on our website, cyocamphoward.org.

All camp staff positions are a 7 week commitment to give 110% of yourself to your campers. Camp life is very demanding but very rewarding when you see that you can really impact the life of a child. If you believe you are up for the challenge we look forward to hearing from you soon!

Sincerely,

Slater Swan
Camp Director

1/06/2010

Camp Howard

825 NE 20th, Suite 120
Portland, Oregon 97232
503-231-9484

SUMMER CAMP STAFF REFERENCE FORM

This section is to be completed by applicant:

Applicant's Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Position Applying for 1. _____ 2. _____

The above named person is applying for a summer staff position at Camp Howard. It is of great importance to us to obtain objective and valid statements from people who have some personal knowledge of the applicant's ability and character. I invite you to include personal notes regarding the qualifications of the applicant or any other pertinent information. The early return of this form will be appreciated as it will expedite the processing of this candidates's application. Any information which you may give us will be regarded as strictly confidential.

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

Please describe how the applicant has demonstrated maturity of judgement. _____

Have you observed the applicant in a leadership role with children? If so, please describe your observations. _____

How and why would this applicant be a good Christian role model for children? _____

Given that we all have areas we can improve, what would you consider this applicants weakness to be? _____

Camp Howard Staff Reference

Please assess the applicant in the following areas. Also take into consideration that most people do not excel at everything. Your honesty in this area will help us find the right position at camp for the applicant. Thank You!

	Excels	Above Average	Average	Below Average	Unknown
Flexibility / Able to adjust					
Respect for others					
Dependability / Honest					
Ability to work with children					
Health and stamina					
Self-esteem					
Ability to follow directions					
Ability to handle stress					
Sense of humor					
Patience					
Emotional stability					
Ability to supervise adults					
Safety conscious					
Problem solving					
Willingness to accept supervision					
Enthusiasm					
Team worker					
Organization / Time management					
Initiative					
Communication skills					
Common sense					

Please check the characteristics that best describe the applicant.

LEADERSHIP

Always takes the lead Comfortable in the leader role Prefers to follow
 Makes some effort to lead

EMOTIONAL TEMPERAMENT

Balanced and controlled Relatively stable Sometimes well balanced
 Always cheerful Over-responds emotionally Tends to be moody

PERSONAL

Friendly / Outgoing Reserved Shy / Quiet Extrovert

SOCIAL INTERACTION

Avoided by others Well liked Tolerated by others
 Sought out by others Usually just blends in

Signature _____ Date _____

Title _____ Phone _____

Please return this form to:
 Slater Swan, Camp Director, 825 NE 20th Ave. Ste 120; Portland, Oregon 97232

Camp Howard

825 NE 20th Ave, Suite 120
Portland, Oregon 97232
503-231-9484 Fax 503-231-9531

Name _____	Social Security No. _____
Permanent Address _____	
City _____	State _____ Zip code _____
Cell Phone () _____	E-mail _____

Present Address _____	
City _____	State _____ Zip code _____
Home Phone () _____	Best time to reach you? _____
If present address is temporary, dates you can be reached there? _____	

Position(s) you are applying for? _____
Dates available: From ____/____/____ To ____/____/____
How did you find out about this position? _____
Are you over the age of 18? _____ Are you over the age of 21? _____
Date of Birth: ____/____/____

EDUCATION				
School	Location	Dates Attended	Major/minor	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CAMP EXPERIENCE			
Dates	Camp	Operated by	Camper or staff
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Dates	Employer	Position	Reason for leaving

PERSONAL REFERENCES

List three people, not related to you, who have definite knowledge of your qualifications for the positions for which you are applying. Use at least one of your supervisors from a present or recent job. If you have previous camp experience, one should be from your former Camp Director or supervisor.

Name	Position	Phone number

I give my permission for any of the names on this form and other persons who may be knowledgeable of my qualifications to be used as references. Yes ___ No ___

1. Have you ever been arrested and or convicted, or are you currently under investigation of any crime including a traffic violation? Yes ___ No ___
 If yes, please describe the crime, and tell us the date, state and city. _____

2. Have you ever been arrested and or convicted or are you currently under investigation for any charge related to child abuse or molestation? Yes ___ No ___

3. Have you ever been arrested for a crime which there has not yet been an acquittal or a dismissal? Yes ___ No ___

CERTIFICATIONS

Please list any certifications you hold and expiration dates.

First Aid _____ CPR _____

Other _____

**** Please send a photocopy of all certifications with your application. Thank you!**

Interests and Activity Skills

From the following list rate yourself by circling the number that best describes your ability.

0 - Not interested 1 - Interested 2 - Have experience 3 - Can assist teaching
4 - Can organize & teach

0 1 2 3 4	Arts & Crafts	0 1 2 3 4	Wildlife identification	0 1 2 3 4	Lg. group games
0 1 2 3 4	Nature	0 1 2 3 4	Science	0 1 2 3 4	Sm. group games
0 1 2 3 4	Storytelling	0 1 2 3 4	Modern dancing	0 1 2 3 4	Soccer
0 1 2 3 4	Outdoor cooking	0 1 2 3 4	Theater	0 1 2 3 4	Volleyball
0 1 2 3 4	Backpacking	0 1 2 3 4	Skits	0 1 2 3 4	Softball & Baseball
0 1 2 3 4	Camping	0 1 2 3 4	Archery	0 1 2 3 4	Liturgy
0 1 2 3 4	Hiking	0 1 2 3 4	Riflery	0 1 2 3 4	Devotions
0 1 2 3 4	Astronomy	0 1 2 3 4	Basketball	0 1 2 3 4	Canoeing
0 1 2 3 4	Envir. studies	0 1 2 3 4	Football	0 1 2 3 4	Song leading
0 1 2 3 4	Foreign languages	0 1 2 3 4	Swimming	0 1 2 3 4	Musical instrument
0 1 2 3 4	Writing	0 1 2 3 4	Fishing	0 1 2 3 4	Media Production

Please explain your experiences related to the position you are applying for.

Please tell us why you would like to work at Camp Howard.

Please define what it means to be a good Christian role model. How do you see yourself in this role?

I certify that all information given on this application and any supporting information is true and complete, and I authorize a complete investigation. I agree that, if hired, I may be discharged from CYO/Camp Howard at any time if the organization learns of any falsification or material omissions in the information I have provided, and if discovered prior to hire, I would be ineligible for consideration for this and any future positions.

I authorize CYO/Camp Howard to contact all former and current employer references listed, as well as any educational institutions. All references listed are authorized to release to CYO/Camp Howard all information requested which they might have about me. I hereby release all references and CYO/Camp Howard from liability which might be claimed because of information provided by such references.

I understand CYO/Camp Howard is committed to promoting safety and high standards of employee performance, productivity, and reliability. In order to achieve this, finalists may be subject to drug test prior to being hired to assure the applicant does not currently have narcotics, sedatives, stimulants and other controlled substances and or mood altering substances in his/her body. I understand if I have such substances in my body at the time of the drug test, CYO/Camp Howard will not hire me. I further understand that at any time during my employment with CYO/Camp Howard, my supervisor, or any other person in a supervisory position, may require, as a term and condition of continued employment, a urine test or blood alcohol test if they have reasonable suspicion that I am under the influence of substances that might result in harm to myself or others.

I further understand that if I am selected as a finalist for any position with CYO/Camp Howard, the agency can request a criminal convictions investigation. (Note: you will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based on the totality of the circumstances, such as; the nature of the crime, the recency of the conviction, the type of work involved, etc.).

I understand that CYO/Camp Howard reserves the right to add to, change, or delete their policies, procedures, work rules, and benefits at any time and that no agency has the authority to enter into any agreement, for any particular period of time, or contrary to the above terms, unless that agreement is set forth in writing and signed by the Executive Director of the agency.

I understand that I am to have a completed Health form turned in prior to working at Camp Howard.

Applicants Signature

Date

SS#

Note: No consideration of employment will be given to any applicant that does not sign the above statement.

1/21/09