

Dear Applicant:

Important! Please read entire application instructions before completing and submitting employment application.

Quaker Haven Camp is a Christian camp! Our summer staff is made up of committed Christians who have the heart to serve. Our camping programs can only be as good as our staff; therefore, we focus on selecting the best staff possible. Because of the huge expectations placed on our summer ministry team, we are careful to select staff members who are dedicated to Christ, not only in camp, but also in their everyday lives.

To be considered for a position, we will need to have applications and all references completed and returned as soon as possible.

Please call or e-mail us if you have any questions!

In His Light,

Brandon Dennis
Camp Director
contact@quakerhaven.com

Quaker Haven Camp operates under this Mission Statement:

“Quaker Haven provides a natural retreat facility to support youth and family ministries of Western and Indiana Yearly Meetings of Friends and the wider body of Christ.”

APPLICATION INSTRUCTIONS

IMPORTANT: Completed application and two reference forms must be returned to Quaker Haven Camp (QHC) **as soon as possible**. We will grant interviews to qualified applicants sometime after March 1, 2018.

1. You will need approximately 45 minutes to an hour to complete QHC application. You will need to print a copy of the application AND the reference forms. There are some essay-type questions that may require some additional thought.
2. **Please read the entire application instructions** before completing and submitting your application. These application instructions contain important information concerning camp dates, staff requirements, and information. Again, **if you find that you are unable or unwilling to abide by QHC’s guidelines, policies and staff requirements, please do not apply.**
3. Carefully read instructions on reference forms. Please **do not** use a relative as a reference. Please make sure that the people filling out the reference forms know that your application **will not be complete** until these forms are submitted. *Please provide them with a stamped envelope with QHC address.* Notice that you must sign the reference form!

4. Please fill out ALL application sections completely. Make sure that all reference and employment addresses, phone numbers and zip codes are correct.

5. Please do not hesitate to contact us if you have any questions. E-mail is preferred and is the easiest way to catch us if you have any questions contactt@quakerhaven.com or you can call the camp at (574) 834-4193.

STAFF REQUIREMENTS

SPIRITUAL COMMITMENT:

Must be committed to Jesus as their Lord and Savior and demonstrate a growing Christian life by modeling Christ-like behavior consistent with biblical principles.

AVAILABILITY:

Please note that preference is given to applicants with FULL SUMMER AVAILABILITY: any requested time off (i.e. mission trips) must be scheduled with QHC management **prior to accepting** employment. Orientation is mandatory and will be held on June 4-9, (subject to your school schedule). Working the three-day Memorial Day weekend May 26-28, and the three-day Labor Day weekend September 1-3 is also required unless your school is in session or you live out of state. Summer youth camp begins June 10.

AGE REQUIREMENTS:

In general 16 is the minimum age requirement for QHC summer staff; we do however, hire some 15 year olds depending on maturity of the applicant.

SMOKING, ALCOHOL, ILLEGAL DRUGS & CLUBBING:

Our staff will not condone or personally use tobacco, illegal drugs or alcohol while employed both on and off duty. Clubbing is not permitted. These are stumbling blocks to the youth that we desire to reach. Hebrews 12: 1-3, 1 Corinthians 8: 9-13

PERSONAL APPEARANCE & DRESS CODE:

Be willing to maintain a well-groomed, clean-cut appearance for the entirety of summer contract.

Since God has given us work to do from the very beginning of time, it is exciting and important to remember that all our work is an act of worship to God. Part of your ministry here at QHC is how you appear to the campers and guests. Many people make a connection between a person's appearance and their moral and spiritual values. **This may be an inaccurate generalization**, but we want to be as sensitive and accommodating as possible to our campers and adult guests.

We know that there are a variety of opinions on this subject; therefore, we take an approach that helps minimize distractions and the possibility of negative judgment that could result with our campers and guests. We want to serve in a way so that nothing about you will hinder someone's relationship with the Lord. We have been called to draw others to Him **and not to** be a stumbling block.

As a paid staff member, you are a role model for children and youth who respect and **imitate** you. Your attire should be appropriate for a Christian camp setting and for the activity in which you are participating

ALL STAFF:

Clothes must be clean and well mended
No torn, skin-tight, or provocative clothing
No inappropriate logos (sexual, alcoholic, drugs)

FEMALES:

No spaghetti straps, halter-tops, crop tops or plunging necklines. Bra straps should be covered always.
No bikinis, or tube tops – one-piece bathing suits only.
No short-shorts. Shorts must be mid-thigh in length (**Inseam must be no shorter than 4 inches**)
No more than two earrings per ear – ***all other body/tongue piercing jewelry must be removed.***
Tattoos should be covered as much as possible – inappropriate tattoos must be covered always.

MALES:

No Speedo type bathing suits
Boxers/briefs need to be worn and covered always
No earrings or other body/tongue piercing
Tattoos should be covered as much as possible – inappropriate tattoos must be covered always.

WHY DO QUAKER HAVEN RULES SEEM SO STRICT?

Really, they are not. Every job or ministry that you take part in is going to have rules and regulations – these guidelines are in place for the safety and well being of all involved (staff, visitors, customers). In a Christian camp, high standards are essential. Policy and procedure sets a foundation by which we operate in a safe and moral fashion – these guidelines are not meant to kill the fun of camp. Camp is a great place and a wonderful ministry, and it has to be safe... the parents and God are counting on us!

DO STAFF MEMBERS GET TO GO TO CHURCH?

Attendance at worship is expected although there may be one or two Sunday's that we are unable to attend church during the summer. Dewart Lake Friends Church meets here on the grounds of QHC. Staff devotional times will be conducted daily throughout the summer.

I HAVE MORE QUESTIONS... HOW DO I GET THEM ANSWERED?

Feel free to e-mail the Camp Director (Brandon Dennis) at any time at Brandon@quakerhaven.com



Quaker Haven Camp

2013 SUMMER STAFF APPLICATION
111 EMS D16C Lane Syracuse, IN
info@quakerhaven.com (574)834-4193



I. PERSONAL INFORMATION

NAME _____ SOC SEC # _____ - -
FIRST MIDDLE LAST REQUIRED

PERMANENT (HOME) ADDRESS _____ PHONE (____) _____

CITY _____ ST _____ ZIP _____ E-MAIL ADDRESS _____

COLLEGE ADDRESS (IF DIFFERENT THAN ABOVE) _____

CITY _____ ST _____ ZIP _____ PHONE (____) _____

For Housing Purposes: Male ___ Female ___ Single ___ Married ___

Age: Under 16 ___ 16 - 17 ___ 18 or Over ___

FOR UNIFORM PURPOSES: T-SHIRT SIZE _____

DATE I AM AVAILABLE TO START WORK _____

II. CHURCH AFFILIATION

Church Attending _____ Denomination _____

City _____ St _____ Attending Since _____

Home Church _____ Denomination _____

City _____ St _____ Member Since _____

III. HEALTH

Is there any reason that you would have difficulty in performing any of the essential elements of the position for which you are applying? ___Yes ___No. If yes, please explain

DO NOT WRITE BELOW - OFFICE USE ONLY - TURN PAGE AND COMPLETE APPLICATION

Date Application Received _____	Interview: _____
References: 1 2	Position: _____
Position Applied For: _____	Salary: _____
Availability Date: _____	Contract Sent: _____
Reference Check _____	Contract Received: _____

IV. EDUCATION

High School _____ Date of (expected) Graduation _____

College _____ City _____ St _____

Major _____ Date of (expected) Graduation _____

Please list any licenses or certificates _____

Extra-curricular activities: Specify and indicate when involved.

Athletic / Band / Organizations _____

Christian Group Involvement _____

Date school starts in the fall of 2012 _____ *** SEE SECTION VIII***

V. LEGAL VIOLATIONS

Have you ever been convicted of a felony, or are any criminal charges currently pending against you? Yes No If yes, please attach letter of explanation.

VI. CITIZENSHIP

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States, either by providing U.S. citizenship, permanent residence status, birth certificate or with unexpired INS employment? Yes No

If you are offered a position, you will need 1) to be able to fill out an I-9, Employment Eligibility Verification Form 2) if you are under 18 - a work permit (**no exceptions** - failure to provide will be terms for termination of employment)

VII. POSITION DESIRED

Please check off areas that you have experience in.

Maintenance

- Mowing
- Carpentry
- Plumbing
- Electrical

Water Front

- Certified Life Guard

Food Service

- Kitchen Team
- Dishroom Team
- Experienced Cook
- Laundry

Miscellaneous

- Retail Sales
- Computer Skills
- Craft Instructor
- Devotional Leader

Please list any other skills that you could use at QHC.

Are you willing to perform tasks as required by the management for the comfort and convenience of QHC guests? Yes No

If you have been previously employed in the camping ministry, please provide the following references:

Camp _____ Position Held _____
 Location _____ Date _____ Supervisor _____

VIII. AVAILABILITY

Please check your complete summer schedule **before** applying for summer employment. Summer staff is **required** to: **1)** work the three-day Memorial Day weekend May 26-28, **2)** attend staff training June 4-9 (subject to your school schedule) **3)** work the three-day Labor Day weekend September 1-3. **If you are unable or unwilling to work #1 or #3 above, please attach a letter of explanation. All other willing applicants may be considered first.** Summer youth program starts June 10. All summer staff receive one (1) day off per week, most Friday evenings off, plus new staff receive two (2) paid days off, returning staff receive three (3) days during the summer. These paid days off are scheduled (preferably not consecutively) by seniority and a first-come-basis. **Summer staff is required to work up to and including the 5th day prior to the start of school in the fall. Any other requested time off** (i.e. mission trips) must be scheduled with QHC management **prior to accepting** employment.

- Yes, I understand and I am willing to abide by the above availability requirements
- No, I am unwilling / unable to abide by the above availability requirements - please attach letter

IX. REFERENCES

List referents who are **not** related to you and whom you have known for **at least six (6) months**

ACADEMIC REFERENCE

1	NAME		RELATIONSHIP		
	ADDRESS		CITY	STATE	ZIP
	PHONE NUMBER ()		HOW LONG HAVE YOU KNOWN THEM?		

CHARACTER REFERENCE

2	NAME		RELATIONSHIP		
	ADDRESS		CITY	STATE	ZIP
	PHONE NUMBER ()		HOW LONG HAVE YOU KNOWN THEM?		

PASTORAL REFERENCE

3	NAME		RELATIONSHIP		
	ADDRESS		CITY	STATE	ZIP
	PHONE NUMBER ()		HOW LONG HAVE YOU KNOWN THEM?		

X. EMPLOYMENT HISTORY

List your last two (2) employers or volunteer activities, starting with the most recent

1	EMPLOYER		FROM	TO	
	ADDRESS		CITY	STATE ZIP	
	PHONE NUMBER ()		SUPERVISOR		
	JOB TITLE		REASON FOR LEAVING		

2	EMPLOYER		FROM	TO
	ADDRESS		CITY	STATE ZIP
	PHONE NUMBER ()		SUPERVISOR	
	JOB TITLE		REASON FOR LEAVING	

XI. MATURITY

On a separate sheet of paper, please answer each of the following questions in one paragraph or less.

- 1) How did you learn of Quaker Haven Camp? Have you ever been a camper here or elsewhere?
- 2) What one outstanding quality or talent makes you unique in God’s Family?
- 3) Describe how your relationship with Jesus Christ began and what it is like today.
- 4) Explain why it is important to serve the way Christ did and how our example is worth more than words.
- 5) What expectations or goals would you have for yourself as a member of the QHC summer staff?
- 6) What do you do for fun/to relax?
- 7) How does one get to go to heaven?
- 8) From your perspective, what is the Bible?
- 9) Name one person who has had the greatest impact upon your life and explain why.

XII. VERIFICATION

I hereby authorize Quaker Haven Camp to contact all prior employers, secure a state (police) government background check, and contact any references listed to verify all information provided. I also authorize QHC to obtain any and all information related to my character and past work performance. I further hereby release all references and prior employers from any liability for information provided in good faith.

I affirm that I have neither been convicted of, nor am I the subject of pending charges for, any offense involving actual or attempted child abuse or sexual molestation in any jurisdiction. I understand that, and grant permission, Quaker Haven Camp may secure a background check from the Indiana State Police (or my state) prior to employment.

I understand that the Quaker Haven Foundation, Inc. Board requires that employees **do not** smoke, partake of alcoholic beverages, or use narcotics of any kind.

I hereby affirm and acknowledge, by signing immediately below, that all of the information provided and all of my answers to the foregoing questions are true and complete, and that any misrepresentation or omission maybe grounds for rejection or, if later employed, dismissal.

Signature _____ Date _____

Lifeguard applicants must enclose a copy of certification (ARCLifeguard Training & ARCCPR for Professional Rescuer)

APPLICATIONS WILL BE PROCESSED ONLY WHEN ALL REFERENCE FORMS HAVE BEEN RETURNED. PLEASE BE SURE TO HAVE YOUR REFERENTS COMPLETE THEIR FORMS IN A TIMELY FASHION, PLEASE PROVIDE THEM WITH A STAMPED ENVELOPE ADDRESSED TO THE ADDRESS BELOW. THE REFERENT MUST BE THE PERSON RETURNING THE FORM! THE FORM REQUIRES YOUR SIGNATURE!

Return your application to: Quaker Haven Camp
 111 EMS D16C Lane
 Syracuse, IN 46567-8051
 Attn: Brandon Dennis

Notice to Applicants: Federal and State law requires that all applications be considered without regard to race, religion, color, age, or national origin. We believe and fully support that principle of equal opportunity.



Quaker Haven Camp

SUMMER STAFF REFERENCE FORM

111 EMS D16C Lane Syracuse, IN 46567

info@quakerhaven.com (574) 834-4193



APPLICANT INFORMATION

Applicant Name _____ Phone (____) _____

APPLICANT PLEASE READ CAREFULLY BEFORE SIGNING

I authorize my former employers and any other persons, organizations, or references to provide current and accurate information about my background, and I release all concerned from any liability in connection therein.

Applicant Signature

Date

***Notice to Applicants:** Federal and State law requires that all applications be considered without regard to race, religion, color, age, or national origin. We believe and fully support that principle of equal opportunity.*

BACKGROUND INFORMATION

Quaker Haven Camp is located in Syracuse, Indiana. Quaker Haven is a joint ministry of Indiana and Western Yearly Meeting to reach youth and families for Christ. The applicant named above has expressed interest in working this summer. We are encouraging you to give us your honest evaluation of the applicant as you have seen him/her live and perform on a daily basis. All references are confidential and will not be discussed directly with the applicant.

It is our desire to hire a staff person who is trustworthy, caring and loving toward children, teens and adults. It is imperative that all staff persons are positive role models for our guests. Please **print** your responses.

Thank you, in advance as your prompt feedback is greatly appreciated! You should have been supplied an addressed stamped envelope for your response.

REFERENCE INFORMATION

Your Name _____ Phone (____) _____

How do you know the applicant? _____

How long have you known this applicant? _____ Date completed _____

TYPE OF REFERENCE: Academic Christian Character
 Work Pastor / Spiritual Leader

PERCEPTIONS OF APPLICANT - please check your perceptions of the applicant.

1. RESPONSIBILITY

- Excellent Diligent – follows through on all tasks
- Good Follows through on most tasks

5. PERSONAL APPEARANCE

- Excellent Personal hygiene/appearance is a non-issue
- Good Good first impression

- Average Usually comes through
- Poor Follows through on tasks when convenient
- Average Blends in the back ground
- Poor Personal hygiene an issue

2. WORK ETHIC

- Excellent Puts forth the extra effort
- Good Will put forth what is expected
- Average Works enough to get by
- Poor Work?? What Work?

3. LEADERSHIP

- Excellent Takes leadership in most tasks
- Good Contributes positively
- Average More comfortable helping
- Poor Follows group wherever it goes

4. EMOTIONAL STABILITY

- Excellent Exceptionally stable and consistent
- Good Seems to handle expectations well
- Average At time shows signs of moodiness
- Poor Excitable, easily influenced

9. MOTIVATION

- Excellent Highly self motivated
- Good Effectively motivated
- Average Usually purposeful
- Poor Needs constant supervision

10. JUDGMENT

- Excellent Consistently makes wise decisions
- Good Makes good decisions
- Average Makes fair decisions
- Poor Usually makes hasty, poor decisions

13. SOCIABILITY - mark all which apply

- | | | | |
|--------------------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Sociable | <input type="checkbox"/> Well-mannered | <input type="checkbox"/> Friendly | <input type="checkbox"/> Confident |
| <input type="checkbox"/> Unorganized | <input type="checkbox"/> Rude | <input type="checkbox"/> Healthy | <input type="checkbox"/> Enthusiastic |
| <input type="checkbox"/> Immature | <input type="checkbox"/> Patient | <input type="checkbox"/> Thorough | <input type="checkbox"/> Kind |
| <input type="checkbox"/> Sloppy | <input type="checkbox"/> Trustworthy | <input type="checkbox"/> Obedient | <input type="checkbox"/> Arrogant |
| <input type="checkbox"/> Hyperactive | <input type="checkbox"/> Courteous | <input type="checkbox"/> Determined | <input type="checkbox"/> Goal Setter |
| <input type="checkbox"/> Leader | <input type="checkbox"/> Tactful | <input type="checkbox"/> Shy | <input type="checkbox"/> Entertaining |
| <input type="checkbox"/> Wise | <input type="checkbox"/> Negative | <input type="checkbox"/> Blunt | <input type="checkbox"/> Meticulous |
| <input type="checkbox"/> Industrious | <input type="checkbox"/> Caring | <input type="checkbox"/> Dependable | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Organizer | <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Timid | <input type="checkbox"/> Amusing |

6. COMMUNICATION

- Excellent Articulates well in all groups
- Good Usually gets thoughts across
- Average Somewhat hesitant to speak out in group
- Poor Difficulty expressing self

7. INTEGRITY

- Excellent Consistently trustworthy and honest
- Good Generally trustworthy and honest
- Average May stretch the truth to look better with peers
- Poor Not consistently trustworthy or honest

8. COOPERATION

- Excellent Deeply sensitive to others and their needs
- Good Concerned for others
- Average Cooperates when convenient
- Poor Difficult to work with

11. TEAM PARTICIPATION

- Excellent Outstanding group member
- Good Contributes positively in groups
- Average Usually contributes
- Poor Difficult, solitary, not a team player

12. INITIATIVE

- Excellent Willing to look and find things needed done
- Good Will do what needs to be done
- Average Will do the obvious
- Poor Needs to be told what to do

What impresses you most about this applicant? _____

How would you describe the applicant's Christian commitment? _____

Additional remarks you wish to make: _____

I prefer to discuss this applicant further. Please call me at _____

Signature

Date

TO FORMER EMPLOYERS

In what capacity was applicant employed? _____

Dates of employment _____ to _____
 Nature of termination: Resigned Discharged Left without notice Other _____
 Would you re-employ? Yes No Never In a different capacity



Quaker Haven Camp

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Would you re-employ? Yes No

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