

References

Please give names and contact information of three people, not relatives, who have knowledge about your character, experience and work habits. Please include at least one individual who has knowledge of your spiritual background, i.e.: a priest, chaplain, youth leader, etc.

Name	Relationship	Email	Phone

Employment History

Please provide a full record of all employment, paid and volunteer. Include any positions on camp staff; use a separate sheet, if necessary.

Dates	Employer/Supervisor	Address and Phone	Nature of Work	Reason for Leaving

Camp Policies

Harassment

The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, work place harassment? (Note: a prior accusation is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by the camp before any decision is made.) If yes, please use additional paper to explain.

- Yes
- No

Criminal Record Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.) If yes, please use additional paper to explain.

- Yes
- No

Safeguarding God’s Children

Safeguarding God’s Children is the Episcopal Church’s training in sexual abuse prevention. The training is done online with a followup at camp. Will you agree to take the online portion prior to arriving at Chapel Rock?

- Yes
- No

Cell Phone/Mobile Device Use

It is a new policy of Chapel Rock that access to and use of personal mobile devices, including computers, phones, and tablets, will be restricted to staff time off. Devices will be kept safe and charged in a docking station and accessible only during time off. Will you agree to adhere to this new policy?

- Yes
- No

Background Check

Does Chapel Rock have permission to perform a background check on you?

- Yes
- No

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by the camp.

Signature _____ Date _____

IMPORTANT AGREEMENT:

- As a camp counselor I understand that I will be a guide for campers’ investigation of the Christian faith and am a representative of the camp and a steward of the camp’s authority.
- I agree to:
- Begin and remain for the exact dates I am hired for and understand that I will be required to live on camp premises for the duration of the assignment.
- Be willing to work the job to which I am assigned.
- Be part of the camp counseling team under the authority of the camp and diocesan Program Directors. As a part of that team, I agree to be supportive, engaged and positive.
- Assume responsibility for my transportation to and from camp.
- Follow camp policies and procedures.
- Seek to engage campers and the spiritual content of the camp AND will not pressure campers to have the “right response”.
- Refrain from any sexual contact with youth or adults.
- Refrain from any kind of physical punishment or threats toward campers.
- No tobacco is allowed on the camp property by counselors.
- There can be no drinking or use of drugs during the assignment.
- If accepted, I agree to personally and immediately notify both the camp & diocesan offices if circumstances affect my availability.
- I will be 18 years of age before May 27, 2018, and will have finished high school.
- *I understand all statements become part of any future employee personnel files.*

YOUR SIGNATURE

Date

Please write detailed answers to the following questions:

1. Describe briefly your personal faith experience. How is God working in your life right now?
2. Whom would you consider a mentor in your Christian journey, and why?
3. What do you consider to be the purpose of a Christian summer camp?
4. Why do you want to work at Chapel Rock this summer? What do you hope to give and receive from a summer camp counselor experience?
5. What differences would you like to make in the lives of our campers?
6. What leadership and/or teaching experience do you have?
7. What experience have you had working with children and youth? What ages do you enjoy most, and what ages are most challenging for you?

Pastoral Recommendation for Chapel Rock Counselors

Episcopal Diocese of Arizona

Name of Applicant _____

Date _____

Dear Summer Camp Directors,

*I understand that being a counselor at Chapel Rock is an experience which is intended to spiritually develop our counselors, while at the same time provide the camp with the basic work force needed to carry out the program. I am recommending this person because I believe in him/her. He/she is ready and prepared. They have the ability to work well **now** and a level of Christian Commitment and maturity which will be commensurate with the responsibility.*

Church Name _____ Recommender's Name _____

Recommender's phone number _____ Email _____

This recommendation is needed by Summer Camp Supervisors in order to do the best job possible with this person. **Please be as specific as possible.**

1. Tell me about this person's relationship with God.
2. How will this person benefit from the CR summer camp counselor experience?
3. List what you know about this person's strengths and weaknesses in the following areas that would be helpful to their Supervisor. Any limitations?
 - Physical Condition:
 - Social Maturity:
 - Emotional Maturity:
 - Spiritual Maturity:
4. Have you specifically observed their acceptance of responsibility?
5. What has been your personal involvement with the applicant?
6. What has been their involvement in the parish - in the past and this year?
7. Have you specifically observed their response to leadership? Does the applicant have a problem with authority?
8. Would you have this person counsel campers from your church?
9. For which age group campers do you feel this person is best suited? Why?
10. Do you know of any reason this person should not be a camp counselor?

Additional comments:

Please email or mail this letter to:
The Episcopal Diocese of Arizona
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Phoenix, AZ 85003
jana@azdiocese.org