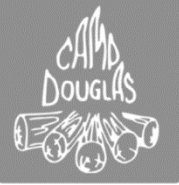


CAMP DOUGLAS



11858 - 216th Street
Maple Ridge BC V2X 5H8

1-866-885-3355

director@campdouglas.ca

visit us online at:

www.campdouglas.ca

Staff Application Form

Application Process—Please read carefully!

1. Complete this application in full.
2. Supply references with attached forms—*note: past Camp Douglas staff are not considered suitable references. Please ask a minister, youth leader, employer, supervisor, teacher or coach.*
3. Reference forms are due by January 26, 2019.
4. Employment is conditional upon the results of a police record check. Applicants will **NOT** be required to submit a police record check **unless** they are offered a position for summer 2019. The police record check will be due by May 1, 2019.
5. All applicants will be contacted and only short-listed applicants will be interviewed.
6. If you are hired by Camp Douglas you will be expected to attend staff training at Camp Douglas (June 24-29, 2019).

Applicants are encouraged to submit their applications electronically in **PDF format** to director@campdouglas.ca by the end of the day (midnight) **January 26, 2019**.

Applications can be mailed to:

Camp Douglas, c/o Haney Presbyterian Church, 11858 – 216th Street, Maple Ridge, BC V2X 5H8

Email director@campdouglas.ca with any questions about the application process.

If I am accepted at Camp Douglas, I can be depended upon to cooperate with the Directors and other leaders. I understand that I am subject to camp policies, procedures and routines. I will, to the best of my ability, maintain the high ideals and Christian emphasis of the camp.

Signature

Name

Date

For those under 19: Important!

I give consent for _____ (applicant's name) to work at Camp Douglas during summer 2019. I understand that my child will have time off during the week and that during that time my child may not be directly supervised. By signing this I consent that my child may leave the Camp Douglas property during their time off. I understand that my child will be required to abide by the Camp Douglas policies while on and off the camp property.

Signature

Name

Date

Relationship to Applicant: _____

STAFF INFORMATION

First Name:		Last Name:	
Address:			
Home Phone: Cell Phone:		Email:	
Camp Name (if you have one):	Date of Birth:	Age as of July 1, 2019:	Male () Female ()
Emergency Contact:		Phone:	Relationship to you:
Are you currently attending school? Yes () No () School:		Will you attend school January – May? Yes () No () School:	
Highest grade/ diploma/ degree completed by July 1, 2019?		Program (if applicable):	
Will you be attending post-secondary school in September 2019? Yes () No ()			

CAMP EXPERIENCE

<u>Camp</u>	<u>Position</u>	<u>Year</u>
1.		
2.		
3.		

WORK/VOLUNTEER EXPERIENCE

<u>Employer</u>	<u>Position</u>	<u>Type of Work</u>	<u>Dates</u>
1.			
2.			
3.			
4.			

Volunteer positions interested in: (please note: you may be considered for other positions)

- | | |
|----|----|
| 1. | 2. |
| 3. | 4. |

CHRISTIAN EXPERIENCE

Home Church:	Are You a Member? Yes () No ()	Minister's Name:
In what ways are you presently involved in your church?		

EXPERIENCE AND QUALIFICATIONS

Please detail experiences and qualifications relevant to work at Camp Douglas. Examples: First Aid Qualifications, NLS, music, second language, ECE certificate, Food Safe, RCABC Qualifications, Trade ticket, Leadership Training, specific college/university courses/training, coaching, etc. Please scan/photocopy documentation of your certifications and attach them to your application.

<u>Experience/Qualification</u>	<u>Description</u>	<u>Expiry Date</u> (if applicable)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

REFERENCES

Name:	Phone Number:
Relationship to You/Position:	

Name:	Phone Number:
Relationship to You/Position:	

Name:	Phone Number:
Relationship to You/Position:	

Below you will find two staff reference forms. You will need these forms filled in by at least two of the following: minister, youth leader, past employer, supervisor, teacher, or a coach. All referees must be 21 or older. They may **NOT** be a previous Camp Douglas employee. Please list the two references who will fill out the forms plus one other. We must receive the completed references before January 26, 2019. References may send their completed forms directly to Camp Douglas c/o Haney Presbyterian Church, 11858- 216th Street Maple Ridge, BC V2X 5H8 or they may scan and email them to director@campdouglas.ca

Please note, your application cannot be processed without three reference provided above. Your employment is contingent upon the Camp Douglas Committee receiving two written references.

CAMP DOUGLAS STAFF REFERENCE FORM

Camp Douglas c/o Haney Presbyterian Church, 11858- 216th Street, Maple Ridge, BC V2X 5H8
 director@campdouglas.ca

Please complete in full and return either by mail or electronically to the above addresses directly. Forms are due by January 26, 2019.

Thank you for taking the time to help us assess this person's qualifications. The individual who passed this form on to you has applied to work at Camp Douglas this summer. Please feel free to include any additional remarks that would aid us in better understanding this individual. Thank you!

Name of Applicant:	How long have you known them?
In what capacity?	

How would you assess the applicant?

Area	Excellent	Good	Fair	Needs Improvement	N/A	Comments
Reliability						
Social Skills						
Initiative						
Judgement						
Work Ethic						
Emotional stability						
Reaction to criticism						
Attitude						
Consideration of Others						
Ability to work independently						

If you are able to address this, and are comfortable doing so, please tell us about the applicant's ability to communicate concerning their Christian faith:

Do you feel the applicant has leadership ability and/or potential?

Do you have any specific comments or concerns?

Overall Recommendation (circle one):

Highly Recommend	Recommend	Recommend with reservations	Do not recommend
------------------	-----------	-----------------------------	------------------

Name:	Phone Number:
Signature:	Date:

Thank you for your evaluation. If you would like to discuss your reference please contact the Camp Director.

CAMP DOUGLAS STAFF REFERENCE FORM

Camp Douglas c/o Haney Presbyterian Church, 11858- 216th Street, Maple Ridge, BC V2X 5H8
director@campdouglas.ca

Please complete in full and return either by mail or electronically to the above addresses directly. Forms are due by January 26, 2019.

Thank you for taking the time to help us assess this person's qualifications. The individual who passed this form on to you has applied to work at Camp Douglas this summer. Please feel free to include any additional remarks that would aid us in better understanding this individual. Thank you!

Name of Applicant:	How long have you known them?
In what capacity?	

How would you assess the applicant?

Area	Excellent	Good	Fair	Needs Improvement	N/A	Comments
Reliability						
Social Skills						
Initiative						
Judgement						
Work Ethic						
Emotional stability						
Reaction to criticism						
Attitude						
Consideration of Others						
Ability to work independently						

If you are able to address this, and are comfortable doing so, please tell us about the applicant's ability to communicate concerning their Christian faith:

Do you feel the applicant has leadership ability and/or potential?

Do you have any specific comments or concerns?

Overall Recommendation (circle one):

Highly Recommend	Recommend	Recommend with reservations	Do not recommend
------------------	-----------	-----------------------------	------------------

Name:	Phone Number:
Signature:	Date:

Thank you for your evaluation. If you would like to discuss your reference please contact the Camp Director.