



BISHOPSWOOD
 Diocese of Maine
 143 State Street, Portland, Maine 04101
 Tel. 207 772-1953

Georgia L. Koch, CCD
 Director



CAMP STAFF APPLICATION

Dear Applicant: Please take time and care in filling out your application. It may be helpful to you to make a photocopy to use as a rough draft. Be sure to provide complete and clear information. Use additional paper as necessary. Remember, your written application creates an important impression. Thanks. GLK

Personal Information

It is important that I am able to contact you. Please provide complete information. Indicate the dates at which you may be contacted at each address.

Name: Mr./Ms. _____ SS# _____ - _____ - _____

Permanent/Home Info: Phone # _____ Dates _____

_____ Street City State Zip

School/Business Info: Phone # _____ Ext. _____ Dates _____

_____ Street City State Zip

Email: _____ Cell Phone: _____

Are you 18 or over? _____ Birth date * _____ Sex • _____ Family Composition ^ _____

Educational Information

Provide information for educational experiences of college, high school, special training, etc., beginning with the most recent. Use additional paper if necessary.

School Major Field Dates Degree

Experience Related to Camping

Include experiences working with children, especially in programs or groups, as a professional or volunteer, as well as, your own experiences as a participant. (Examples: scouts, YMCA, summer camp, day care, teaching classes, etc.) Use additional paper if necessary.

Group/Program/Agency Your Role Dates

* Information helpful but not required.
 • Required for counselor positions, as cabins are gender specific
 ^ If spouse or children must accompany you to camp, please describe your family.

Work Experience

Include at least the past two summers or years. Use additional paper if necessary.

1. _____
Dates Nature of Work Supervisor

Employer Address

2. _____
Dates Nature of Work Supervisor

Employer Address

May I contact your former employer(s) regarding your employment? yes _____ no _____
(Please initial)

References

Please give complete names and addresses of at least three people who have knowledge of your character, experience and ability. Use additional paper if necessary.

1. _____
Name Agency, if appropriate

Complete address Telephone

2. _____
Name Agency, if appropriate

Complete address Telephone

3. _____
Name Agency, if appropriate

Complete address Telephone

What type of position/s would you consider at camp? Cabin Counseling _____

Food Service Director _____ Kitchen Assistant _____ Housekeeping/Grounds _____

Program Head: Area _____ Combination _____ Other (Specify) _____

Salary expectation? _____ **Dates available:** from _____ to _____

Certifications

It is important to include the expiration dates. Use additional paper if necessary.

First Aid:

Course: _____ Chapter: _____ Exp. Date: _____

Adult CPR: _____ Dates: _____ to _____ Infant/Child CPR: _____ Dates: _____ to _____

Other: _____

Waterfront:

Lifeguard Training (LGT): Chapter: _____ Dates: _____ to _____

Water Safety Inst. (WSI): Chapter: _____ Dates: _____ to _____

LGT Trainer: Chapter: _____ Dates: _____ to _____

Small Craft Inst.: Chapter: _____ Dates: _____ to _____

Other: _____ Chapter: _____ Dates: _____ to _____

Program Interests

Bishopswood is a "general activities" kind of camp. The following is a list of the types of activities that might be offered in various program areas. Please circle those that you are interested in leading or co-leading. Feel free to add other activities that you could offer.

Drawing and painting	Team field sports	Others:
Paper crafts	Exercise/aerobics	_____
Misc. medium crafts	Worship planning	_____
Nature study	Creative writing	_____
Outdoor living skills	Values clarification activities	_____
Initiative activities	Get acquainted games	_____
Skits and plays	Challenge games	_____
Singing/music activities	Low organized games	_____
Dancing	Cooking/Baking	_____
Wide area games	Myths & Culture	_____

Please respond to the following questions on a separate sheet of paper.

Having read the Goals and Objectives of Bishopswood and other information about camp, please respond with a few paragraphs to the following questions:

1. What draws you to Bishopswood and why do you wish to be a part of the Bishopswood Staff?
2. What contributions do you think a camp experience can make in children's lives?
3. What contributions could you personally bring to the community as a staff person?
4. Please write a bit about yourself to help me know you better. (Biographical information, interests, talents, dreams, etc.) Thanks.

Applicant's Signature

I have read the materials included with this application and wish to be considered for a staff position at Bishopswood.

Signature

Date

Camp Bishopswood
Voluntary Disclosure Statement for all Staff Applicants

Name _____ Birth Date _____
Last First Middle

Home Address _____
Street Address City State Zip

Social Security Number _____

Home Phone _____ Business Phone (if applicable) _____

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last 5 years (include college and home residences):

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

(Continue on back if necessary)

2. Have you ever been convicted of any crime of violence against minors, including but not limited to those listed below? _____ Yes _____ No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes

If yes, please explain: (Use the back of form if necessary)

3. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? _____ Yes _____ No

If yes, please explain: (Use back of form if necessary)

4. Are you subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?

_____ DNA _____ Yes _____ No

5. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?

_____ Yes _____ No

If yes, please explain:

I understand that:

- a. The camp may deny employment to any person who answers any of the questions numbered 2-5 above in the affirmative.
- b. In applying for a camp position the information which I have furnished on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c. The camp may terminate employment or volunteer service of any person:
 - 1) found to have a history of complaints of abuse of a minor and/or
 - 2) found to have resigned, been terminated or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
- d. This disclosures statement must be updated yearly.

Signature _____ Date _____