



# Pilgrim Heights

Camp Retreat Center

## Summer Staff Application

Please complete and return a hard copy to 3005 E Ave, Montour IA 50173

### Personal Information:

Full Name (Printed): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Gender:  M  F Social Security #: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Dates Available for Employment: Start \_\_\_\_\_ End \_\_\_\_\_

Positions (rank interest from 1-4, 1 being most interested)

\_\_\_ Nature/Arts/Crafts \_\_\_ Waterfront/Games \_\_\_ Food Service \_\_\_ Music

I can perform the essential functions of the job for which I have applied, with or without reasonable accommodation.

Yes  No

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, workplace harassment?

(Note: a prior accusation or conviction is not an automatic bar to employment. This type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.)

Yes  No

If Yes, Explain: \_\_\_\_\_

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.)

Yes  No

If Yes, Explain: \_\_\_\_\_

Drivers License:  Yes  No State \_\_\_\_\_ DL # \_\_\_\_\_  
Chauffeurs License:  Yes  No  
CDL:  Yes  No

**Education:** list in order, starting with High School

Years	School	Subject Studied	Degree Earned

**Work History:** list in order, most recent first – paid and volunteer

**Most Recent/Present Employer:** \_\_\_\_\_ Job Title: \_\_\_\_\_

City and State: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Job Title: \_\_\_\_\_

City and State: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Previous Employer:** \_\_\_\_\_ Job Title: \_\_\_\_\_

City and State: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Indicate below any employer you do not wish us to contact and the reason.**

Employer: \_\_\_\_\_

Reason: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Camping Experience:**

Did you attend camp as a child?  Yes  No If yes, where and how many years? \_\_\_\_\_

Type of Camp(s):

Religious/Church      Sports      Private      Day Camp      Residential      Wilderness  
Other: \_\_\_\_\_

Have you ever worked or volunteered at a camp?  Yes  No

If yes, where and what was your position/responsibilities?

Dates	Camp & Director	Location	Position / Responsibilities

**Training / Professional Skills:**

Please list all current certifications with expiration dates: (life guard, CPR, EMT, WFA, LNT, water craft, climbing, ropes/challenge course).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list any classes or trainings you have participated in that might help you as a camp staff person.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards, Interests, Activities and Hobbies: Please list any awards, interests and/or other experiences you feel would prove valuable in being considered for employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specific Program Skills:** Please mark each of the following you are prepared to teach (T) or assist (A) with.

- \_\_Painting /Sketching    \_\_Swimming            \_\_Hiking                \_\_Drama/Theater        \_\_Cooking
- \_\_Yarn Crafts            \_\_Boating                \_\_Fire Building        \_\_Songs                 \_\_Meal Prep
- \_\_Weaving                \_\_Nature Study         \_\_Outdoor Cooking    \_\_Story Telling         \_\_Computers
- \_\_Lanyards                \_\_Fishing                \_\_Orienteering        \_\_Religious Study      \_\_Small Motors
- \_\_Tie Dye                 \_\_Archery                \_\_Leave No Trace      \_\_Icebreakers          \_\_Tractor Driving
- \_\_Wood Working         \_\_Games/Sports        \_\_Camping              \_\_Dance                 \_\_Photography
- \_\_Paper Crafts          \_\_Challenge Games     \_\_Astronomy            \_\_Music (list instrument) \_\_Ride on Mower

Other: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**Short Answer:**

Please provide a brief response for the follow questions. Attach separate sheet(s) of paper if necessary.  
What specifically attracts you to Pilgrim Heights Retreat Center?

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What is your definition of a counselor?

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What do you hope to gain by being a Summer Staff member?

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What contribution do you hope to make as a Summer Staff member?

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What experience have you had in living and working with people of different social, nationality, or religious backgrounds?

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What contributions do you think a well-run camp can make to campers?

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**References:**

Give names, relationships, addresses and phone numbers for 3 persons (former employers, teachers, ministers, counselors, scout leaders or other persons - not relatives) having knowledge of your character, experience, work habits and ability.

Name	Relationship	Address	Phone #

Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_

**WAIVER AND RELEASE**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize investigation of all statements herein, including any checks of criminal records, and release Our Sacred Space, Inc. 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 Our Sacred Space, Inc. official.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I authorize use of photographic images of myself for official camp use without compensation.

I understand that if I am extended an offer of employment it may be conditional upon my successfully passing a complete physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I am aware that Our Sacred Space, Inc. dba: Pilgrim Heights Camp & Retreat Center is a Christian organization; and I agree to uphold its ideals and policies.

I have read, understand, and by entering my name below I consent to these statements.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:



Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_