

Employee Application

CAMP ALLENDALE

4605 S Allendale Dr, Trafalgar, IN 46181
 317-878-4400 fax 317-878-4260

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 www.camp-allendale.org

APPLICANT INFORMATION			
Last Name	First	M.I.	Birth Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Primary Phone		E-mail Address	
Date Available	Social Security No.	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Position Desired: Year Round <input type="checkbox"/> Summer Only <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/>			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree Pursuing:
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree Pursuing:

REFERENCES	
<i>Please list three character references (not relatives).</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Please Specify which department you desire employment:

Food Service Housekeeping Operations Any Available

Maintenance Programming / Activity Specialist Office/Store

Have you read the job description for the position for which you are applying? YES NO

Have you received a copy of the Summer Staff Handbook (summer positions only) YES NO

CAMP EXPERIENCE

Please check any of the following which you have experience and/or training. Place an "E" for experience and a "T" for training. If you have had both, place both an "E" and a "T".

Food Service			Camp Counselor			Equipment Operator	
First Aid			Recreation			Lifeguard	
Secretarial			Yard Work			Painting	
Music			Housekeeping			Computer	
Photography			Mechanical Skills			Management	

Further Comments

Other Skills/Training

SELF EVALUATION

Do you have any physical or mental impairment which would interfere with your ability to perform the job for which you have applied? YES NO If yes, explain.

Are you an immersed believer in Christ? YES NO Member of what Church?

What contributions do you think you could make to a Christian camp?

What is your greatest strength?

If applying for summer employment, please list any times you are unavailable to work from the period of May 29th – August 5th.

Further Comments

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that to the extent permitted by law, Camp Allendale may secure criminal history information about me. I am a committed Christian, and will do my best to conduct myself in a manner as to cause no question to the name of Christ or the ministry of Camp Allendale.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Camp Allendale Summer Job Position Information

Base salary for College age is \$250 per week. Rooms, as available, will be provided during the summer camp session dates. All meals will be provided during each of the summer camp sessions. During orientation, breakfast and lunch will be provided. Facilities may be used to prepare meals on weekends or days when camp is not in session. Leftovers from the concluding sessions will be available. You are allowed four canteen items each day you are working. If housing site is not available or needed, a \$25.00 per week travel stipend will be provided.

Summer Work Schedule: May 28th-Aug 5th. There is potential of an additional week before and after camp season. Typical work week is from Sunday at 3:00pm-Friday at 4:00pm. Each staff member will be given two nights off per camp session unless work load prohibits such leave.

Department Openings

The **office /store position** includes a variety of duties. There are miscellaneous office duties which include mail sorting of camper mail and camper emails, as well as setup prep for Sunday camper registration. This person also manages the camp store; this includes inventory, preparing gift bags for campers, and balancing store cash accounts weekly. Other miscellaneous duties include photography and program support. Program support would involve facilitating low ropes, giant swing, and climbing tower.

Maintenance Assistant - Camp Allendale takes great pride in its facilities. As a member of our staff, you will be a part of maintaining 180 acres with 2 lakes, 2 swimming pools and over 20 different buildings. It is a challenging job that comes with great rewards. Some of the responsibilities are as follows: Hauling trash, mowing, building campfires, and helping the Maintenance Manager. Individuals need to be hard working, self-motivated and enjoy being outside.

Food Service Department - This involves the daily preparation of food for our guests and staff, as well as the clean up and maintenance of the dining room and kitchen work areas. Individuals must be a team player and be passionate about hospitality and the purpose of camp. They must exhibit respect for co-workers and guests and demonstrate positive behaviors. The ability to bring excitement and fun to a project is always appreciated.

Our **Programming Staff** interact with over 2000 campers each summer. They are responsible for facilitating our low ropes course; 850' zip line, climbing wall, giant swing, archery, and three water venues (waterslide, pool, and lakefront/blob area). Allendale provides training in all areas with the exception of lifeguard certification. **You must be (or have the ability to be) lifeguard certified to apply for this department.**

The **Operations Department** has one position open for this summer that will focus on housekeeping. Each day, you will complete light cleaning in all camp facilities and participate in the all camp clean-up each Friday. Applicants must have a servant's heart, a good work-ethic, and work well with others.