



2010 Camp Gravatt New Staff Application

Please direct any questions and return all application/reference materials to
Camp Gravatt
ATT: Staff Application
1006 Camp Gravatt Road
Aiken, SC 29805



(803) 648-1817

campgravatt@wildblue.net

www.bishopgravatt.org

FOR OFFICE USE ONLY:	
App Received:	_____
Certs rec:	_____
Back chk:	_____
Ref 1 rec:	_____
Ref 2 rec:	_____
Ref 3 rec:	_____
Cont sent:	_____
Cont. rec:	_____

If you served on permanent camp staff in 2008 or 2009, please complete the returning staff application instead of this one. All others, type or print clearly **all** information.

PERSONAL INFORMATION

Date _____ Soc Sec # _____ Gender _____ Date of Birth _____

Name _____ Preferred Name _____

Last

First

Middle

Permanent Address _____

Street

City

State

Zip

(If applicable)

College Address _____

Street

City

State

Zip

Home Phone _____ Cell Phone _____ Work Phone _____

FAX _____ College Phone _____ Put an asterisk (*) beside the best number to reach you.

E-mail _____ Age as of June 1, 2009 _____ Entering School Year for 2009-10 _____

Driver's License # _____ Staff T-Shirt Size _____

Home Church /City _____ Priest / Pastor _____

Home Church Phone _____ Do you attend regularly? _____ If no, why not? _____

Emergency Contact _____ Relationship _____

Phone(s) _____ E-mail _____

STAFF POSITIONS

Consult the Camp Gravatt Staff Positions and Job Descriptions before completing this section and note the following dates:

- Program Staff members and Head Counselors are expected to be available for a retreat in April, May 22-23, and from June 5 through August 8, 2010, excluding session breaks. Other meetings in the spring may be scheduled.
- Kitchen staff members and lifeguards are expected to be available from June 5 through August 8.
- Counseling staff members are expected to be available from June 5 through August 8, 2008, excluding session breaks.

List any dates you would need to be absent from camp and the reason: _____

Only dates requested off at time of application can be guaranteed.

The following positions *may* be available. Please specify those positions in which you are interested:

Counseling Staff:

- ___ Female Tent Counselor
- ___ Male Tent Counselor
- ___ Head Female Counselor*
- ___ Head Male Counselor*

Support Staff:

- ___ Lifeguard*
- ___ Archery Instructor*
- ___ Canoe Instructor*
- ___ Kitchen Manager/Asst. Manager
- ___ Kitchen Assistant
- ___ Administrative Assistant

Program Staff:

- ___ Ropes Director/Asst. Director
- ___ Waterfront Director
- ___ Art Director
- ___ Health Care Supervisor
- ___ Lay Chaplain

* These are "add-ons" and should be applied for in addition to another position (i.e. lifeguard and counselor or canoe instructor and counselor). These positions may require additional certification which, if the applicant does not already possess, may be negotiated at time of hire.

Applicant's Name _____

EDUCATION

School Name	Location	Years Attended	Graduation Date	Area of Study
High School				
College				
Post Graduate				
Other				

EMPLOYMENT HISTORY

List all employment. Begin with most recent. Use additional paper if necessary.

Employer _____ Supervisor _____ Dates Employed _____
 Address _____ City/ State/ Zip _____
 Position(s) Held _____ Phone _____
 Duties/Accomplishments _____

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 Position(s) Held _____ Phone _____
 Duties/Accomplishments _____

CAMP EXPERIENCE AND QUALIFICATIONS

List any previous camp experience, either as a camper or staff member.

Camp _____ Director _____ Phone _____
 Position(s) Held _____ Dates _____

Camp _____ Director _____ Phone _____
 Position(s) Held _____ Dates _____

Camp _____ Director _____ Phone _____
 Position(s) Held _____ Dates _____

Describe your experiences in working with children or youth. Attach an additional sheet if necessary.

Describe or list relevant organizations in which you are involved (such as camping, educational, environmental, fitness and health, outdoor, religious, scouting, volunteer, etc.). Attach an additional sheet if necessary.

Applicant's Name _____

PROGRAM SKILLS

All members of the staff are expected to lead or assist in leading program areas. Mark all skills below with the appropriate symbol which describes your level of competence: L = Lead A = Assist N = No experience

- Adventure / Challenge
 ___ High Ropes
 ___ Large Group Games
 ___ Low Ropes
 ___ Rappelling
 ___ Small Group Games
 ___ Team Building
 ___ Other _____

- Outdoor Skills
 ___ Environmental Education
 ___ Hiking / Backpacking
 ___ Outdoor Cooking
 ___ Outdoor Living
 ___ Overnight Camping
 ___ Other _____

- Waterfront Activities
 ___ Basic Water Safety
 ___ Canoeing
 ___ Kayaking
 ___ Swimming
 ___ Water Games
 ___ Other _____

- Arts & Crafts
 ___ Ceramics / Pottery
 ___ Drawing / Painting
 ___ Fabrics
 ___ Jewelry
 ___ Tie Dying
 ___ Other _____

- Music
 ___ Singing
 ___ Play Guitar
 ___ Play Other Instrument: _____

- Miscellaneous
 ___ Campfire Programs
 ___ Creative Writing
 ___ Dance
 ___ Drama
 ___ Photography
 ___ Storytelling
 ___ Other _____

- Christian Formation
 ___ Bible Study / Devotions
 ___ Prayer / Reflection
 ___ Worship Leader
 ___ Other _____

- Sports
 ___ Aerobics / Exercise
 ___ Archery
 ___ Badminton
 ___ Basketball
 ___ Cheerleading
 ___ Fishing
 ___ Four Square
 ___ Frisbee Games
 ___ Horseshoes
 ___ Soccer
 ___ Volleyball
 ___ Other _____

Are you certified or are you willing to become certified in any of the following?

Certification in...	Complete if you currently hold certification or equivalent (i.e. Eagle Scout badge, college course, etc.).			Check if you are willing to become certified.	
	Certifying Body	Date Received	Exp. Date	I would want Gravatt to coordinate.	I would want to coordinate my certification.
AED (Automated External Difribilator)					
Archery					
Basic First Aid					
Canoe					
Chalice Bearer (Episcopal Church)					
CPR					
EMT					
Lifeguarding					
Safe Church					
Water Safety Instructor					
Wilderness First Aid					
Other					

Regarding certification process: Safe Church, First Aid, and CPR will be offered during staff training for all staff members who do not have them. Those wishing to receive certification but unable to attend the courses coordinated by Gravatt will have to arrange them on their own.

Enclose copies of your current certifications.

Applicant's Name _____

BACKGROUND INFORMATION

For the following questions, you may use additional pages if needed.

1. Is there anything that would prevent you from performing your job responsibilities at Camp Gravatt? Yes No
If yes, how might Camp Gravatt reasonably accommodate you so that you would be able to do so?
2. Other than minor traffic violations, have you ever been convicted of any crimes? Yes No
If yes, please explain.
3. Have you ever been convicted of child molestation or child abuse? Yes No
4. Do you use illegal drugs? Yes No
5. Camp Gravatt is a tobacco-free environment. Will that be a problem for you? Yes No
If yes, explain.
6. As a part of the hiring process Camp Gravatt may screen the Internet for each candidate's online presence. Content deemed inappropriate for working with children in a Christian environment will end an applicant's candidacy. You will be required to accept a "friend" request from the director and/or assistant director and maintain "friend" status throughout your employment. Please list web addresses for all of your social networking sites (i.e. MySpace, Facebook, etc.), web logs, group pages and the like.

A health statement, insurance information, criminal background check, and signed Community Covenant will be required of all staff prior to reporting for work. The criminal background check permission form ("Authorization to Release Information") is included with this application.

TELL US ABOUT YOURSELF

For the following questions, you may use additional pages if needed.

1. Write a brief biographical sketch, sharing information about the experiences that have shaped your life and how those experiences have made you the person you are today.
2. Describe your spiritual journey. What experiences and people have shaped that journey? How would you share your faith experiences with the children and youth at Camp Gravatt this summer?
3. What do you hope to offer the children and youth at Camp Gravatt this summer? In answering this question, share your personal qualities and skills.
4. Name one area of growth you want for yourself and how a summer camp experience might help you achieve that goal.
5. Besides your skills and abilities outlined above, how would you contribute to the community of Camp Gravatt?

Applicant's Name _____

REFERENCES

Please list below the three people who will write references for you. Letters of recommendation from persons who know you well and are willing to supply information regarding your qualifications are an important part of your application. These persons might be teachers, employers, clergy, or youth ministers. Please submit names of people who are not relatives and have knowledge of your character, experience, work ethic, and/or spiritual development. Include at least one reference who can speak of your spiritual maturity (i.e. priest, pastor, or youth minister). *Provide each person listed here with a reference form and a stamped addressed envelope.* Address envelopes to: Camp Gravatt, ATT: Staff Application, 1006 Camp Gravatt Road, Aiken, SC 29805

Name _____ How do you know this person? _____
Phone _____ Address _____ City State Zip _____

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AFFIRMATION AND RELEASE

I fully understand that the Bishop Gravatt Center (DBA Gravatt Camp and Conference Center and Camp Gravatt and hereinafter "Gravatt") has certain standards of conduct and appearance. If my application is accepted, I will fully cooperate in maintaining those standards. I also understand that employees of Gravatt may verify any or all of the information on this application by contacting persons or organizations named herein or by contacting any other person or organization that may have information concerning me. I hereby authorize investigation of all statements on this application, including any checks of criminal records. I release and agree to hold harmless from liability any person or organization that provides information to Gravatt for the purpose of evaluating me as to my fitness to serve in the capacity for which I am seeking to be employed. I also agree to hold harmless Gravatt and the officers, employees and volunteers thereof. In signing this application, I affirm that the information I have provided is true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian _____ Date _____
(if applicant is under 18 yrs of age)

Permanent Staff Application Priority Deadline: 1/15/2010

Application review will begin on the priority deadline. Applications received after this date will be accepted but will be considered only if positions are unfilled. This application will only be considered if it is filled out completely and the Authorization to Release Information has been received.

THE BISHOP GRAVATT CENTER, INC.
BACKGROUND INVESTIGATION
AUTHORIZATION TO RELEASE INFORMATION

Last Name _____ First Name _____ Middle Name _____

Current Address _____ Dates Lived Here _____

Addresses for the Past Seven Years: (include street, city, state, zip code) _____ Dates of Residence: _____

Date of Birth _____

Other Names Used (including maiden name) _____ Years Used _____

Social Security Number _____ Driver's License # _____ State _____

I do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of IntelliCorp Records, Inc to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by IntelliCorp Records, Inc for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by IntelliCorp Records, Inc to furnish the above-mentioned information.

This authorization is valid during the course of my employment to the extent permitted by law.

**I hereby do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Applicant Signature _____ Date _____

____ CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the line. This report may include character and reputation information obtained through personal interviews.