

# CAMP ALLEN

3104 Wayne Route F  
GREENVILLE, MO 63944  
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## SUMMER STAFF APPLICATION

**PLEASE PRINT**

Date \_\_\_\_\_

Name \_\_\_\_\_

Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Birthday \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Age \_\_\_\_\_ Sex ☐ Male ☐ Female

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

School Attended \_\_\_\_\_ Date \_\_\_\_\_

School Attended \_\_\_\_\_ Date \_\_\_\_\_

School Attended \_\_\_\_\_ Date \_\_\_\_\_

Church Attending \_\_\_\_\_ City \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

### **In Case of Emergency:**

Mother/Guardian \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Father/Guardian \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Other Contact \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Camp Experience

Please list camps that you have attended

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Please list camps that you have worked for and your responsibilities

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**Area of Interest: (circle all areas of interest )**

**Housekeeping \* Lawn/Mowing \* Dishwashing/Mopping \* Kitchen assistant \* Lifeguard**

## References

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Work Experience

1 Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Type of work \_\_\_\_\_  
Your Position or Title \_\_\_\_\_  
Firm's telephone \_\_\_\_\_ - \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_  
If you left your job, list the reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Type of work \_\_\_\_\_  
Your Position or Title \_\_\_\_\_  
Firm's telephone \_\_\_\_\_ - \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_  
If you left your job, list the reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Firm \_\_\_\_\_  
Address \_\_\_\_\_  
Type of work \_\_\_\_\_  
Your Position or Title \_\_\_\_\_  
Firm's telephone \_\_\_\_\_ - \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_  
If you left your job, list the reason for leaving \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Personal Qualifications**

List any current certifications and licenses (lifeguard, first aid, CPR outdoor skills and / or other professional licenses). Please give expiration date.

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Please list any skills, experiences or qualifications that would help you perform the tasks for which you are applying \_\_\_\_\_

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What is your work philosophy?

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Why would you like to work for Camp Allen?

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Do you have any impairment, physical, mental, or health conditions which would restrict your ability to perform the job for which you have applied? If so, what are they?

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## Personal

Please use the space below to tell us about yourself, include interests, church involvement, clubs, organizations, teams, sports, etc. We would like to know you better!

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Are you a Christian? \_\_\_\_\_ When did you become a Christian? \_\_\_\_\_ Describe. \_\_\_\_\_

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How do you feel about Christianity, and what role does it play in your life? \_\_\_\_\_

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Describe yourself in one word. \_\_\_\_\_

Please list your strong points. \_\_\_\_\_

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Please list your weak points. \_\_\_\_\_

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Please express how you feel about the following:

Drinking alcoholic beverages \_\_\_\_\_

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Smoking or other use of tobacco \_\_\_\_\_

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Use of marijuana and similar drugs \_\_\_\_\_

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Premarital sex \_\_\_\_\_

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Homosexuality \_\_\_\_\_

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Profanity \_\_\_\_\_

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## CAMP ALLEN INFORMATION RELEASE FORM

### Have you at any time ever:

Been arrested for any reason? ☐ Yes ☐ No

Been convicted of, or pleaded no contest to, any crime? ☐ Yes ☐ No

Engaged in, or been accused of, any child molestation, exploitation, or abuse? ☐ Yes ☐ No

### Are you aware of:

Having any traits or tendencies that could pose any threat to children, youth, or others? ☐ Yes ☐ No

Any reason why you should not work with children, youth, or others? ☐ Yes ☐ No

If the answer to any of these questions is "yes," please explain in detail:

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*(Please attach additional pages if more space is needed)*

### Applicant Verification and Release

I recognize that Camp Allen is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize Camp Allen to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the organization with information, opinions, and impressions relating to my background or qualification.

I voluntarily release the organization and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize Camp Allen to conduct a criminal background investigation if such a check is deemed necessary.

I agree to abide by all policies and guidelines of Camp Allen, and to protect the health and safety of the children/youth at all times.

Comments: \_\_\_\_\_

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Name (print) \_\_\_\_\_

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

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



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## Summer Staff Guidelines

### Staff Selection

An extensive written and oral review, along with a review of previous training and experience, helps to ensure a quality staff. Additional training is provided during pre-camp to strengthen areas of individual weakness, and to provide the opportunity to build the leadership team toward a cohesive unit. A staff contract is also completed prior to arrival at camp. Each staff member will be held to the contract.

### Staff Housing

1. Each Summer Staff Member has the privilege of sharing a room with other employees regardless of race, creed, color ancestry, national origin, or citizenship. We expect you to treat your living quarters with the respect it is due. Please be good stewards of the property. Any damage to any of the property will be the financial responsibility of those involved. Camp Allen reserves the right to hold back any or all of your last check to offset the cost for lost or damaged items.
2. Because of limited closet space, please bring only essential clothes. Washing machines, and dryers are available. Sharing a room in close quarters will require attention to detail in maintaining your personal belongings. (i.e. dirty clothes picked up, bed made, general tidiness etc.) All rooms will have scheduled and periodic unannounced checks.
3. Curfew is enforced for all guests on Camp Allen property including Camp Allen Staff. Camp Allen has established a curfew of 11:30 p.m. Sunday through Thursday and extended on Friday and Saturday nights to 12 midnight. All Camp Allen staff must be in their rooms at this time, or they will be considered absent without leave. In order to insure quality-sleeping conditions for those staffers working the early a.m. shift, a quiet time will be in effect. All Camp Allen Staff will return to their rooms for the evening at this time (unless you have special permission).
4. Family and friends will need to check with the director prior to entering staff rooms.

### **Guests**

Staff members are only allowed to have guests or friends visit by special permission of the camp director. Visitation may not interfere with camp program or duty assignments.

### **Property Damage**

Damage done to Camp Allen property by misuse, neglect, or misconduct (pranks, practical jokes), will be paid for by the parties involved. Penalty may also include termination of employment.

### **Christian Work Ethic**

Working at Camp Allen can be very tiring; emotionally as well as physically. We expect that you will rest and sleep well at night, and then work hard and stay on task during the day. No napping or dodging work during the day. If your task has been completed, we expect that you will find your supervisor and ask what else could be done. We want to follow the biblical example of: "Whatever you do, work at it with all your heart, as working for the Lord." Colossians 3:23

### **Christian Conduct**

1. **Use of, or possession of, any form of tobacco, alcoholic beverage, or illicit drugs** (on or off of Camp Allen) is grounds for immediate dismissal. We believe that these habits are detrimental to your Christian witness and character.
2. Needless to say X rated and R rated movies and any movies with serious sexual content, language, or subject matter will not be allowed.
3. **Music:** Music content must be befitting of a Christian.
4. Remember that your witness is never off the clock and that in everything you say and do you are giving a testimony of Christ in your life.

### **Leaving Camp**

No staff member may leave camp at any time unless specifically given permission by the Director. The sign-out clipboard in the kitchen is to be used in all instances of leaving camp. Any time you leave camp requires that you sign out and leave notification of your destination and a phone number where we can reach you. (in the event of an emergency only).

### **Personal Vehicles**

You may bring your car if it is in good mechanical condition and insured (liability). Camp Allen cannot assume any responsibility for your vehicle or any articles left in your vehicle. The operation of your vehicle should be the sole responsibility of the owner. It is recommended that staff cars be neither borrowed or loaned. This avoids many problems. Drivers should exercise good judgment and common sense driving habits at ALL times. No passengers are allowed to ride on the outside of any vehicle. Passengers riding in the back of a truck must be sitting down in the floor of the bed (not on the side or wheel well) and the tailgate be closed.



Personal vehicles are to be used for transportation only. Use of them for private-meeting places (especially among couples of the opposite sex) will be considered inappropriate. Keep things above reproach!  
Staff cars are not to be used for transportation of campers.  
Please note that we do not prohibit driving at camp, but we encourage you to limit your driving to only what is necessary.

### **Dating and Relationships**

It is our hope that all of you will someday find a Christian Spouse and enter into the commitment and bonds of Marriage as God intended. However, all dating must maintain the highest level of accountability. We encourage you to use the time you have as a member of the summer staff to grow personally in the Lord. If you date, you must conduct yourself in accordance to providing a good witness; therefore, Public Displays of Affection will be limited to holding of hands. Anything outside of this will not be acceptable.

### **Guidelines about Dress and Grooming**

As ambassadors for Christ and members of Camp Allen Staff it is important to keep yourself neat and clean in dress and personal appearance. The dress and grooming aspect of our staff can offer a positive contribution to the Christian environment of Camp Allen.

All attire should be modest and in good taste: it would be very ungodly and unfortunate to cause one of your fellow brothers or sisters to stumble. Avoid revealing and skin tight apparel. Naturally, there should be no apparel that advertises or displays any product or conduct that is not in good taste or prohibited in this agreement. All clothing must be in good condition: no cut-offs or clothes with holes, stains, or bleach spots are allowed. If your chosen apparel is found to be offensive in anyway, you will be asked to change. Please do so without arguing and discuss the problem in private at a later time.

### **Internet**

Once you identify yourself as an employee of Camp Allen in any internet venue (social networking profile, weblog, "group page"), certain guidelines and conditions of employment take hold and must be adhered to. Violating these guidelines could result in termination of employment at camp.

### **Final Notice**

**Camp Allen reserves the right to add or alter guidelines at anytime to fit specific situations. These rules are not intended to limit the fun and enjoyment to be had by all Camp Allen staff. They are a result of issues from past experiences and should be taken seriously. Within the boundaries of these guidelines, a flourishing ministry and growth in the Lord is available to all.**