



Summer: #2 Illinois Creek - Almont, Colorado 81210
Winter: 517 Mallard Lane - Trinity, Texas 75862

Assistant Camp Staff Application

Please Print Neatly or TYPE

Date of Application: _____

Name: _____ Email Address: _____

Age: _____ Social Security Number: _____ Sex: _____

Permanent Address: _____ Phone: _____
Street & Number City State Zip Area Code/Number

Do you meet or exceed the age requirements of the job for which you have applied? Yes No

If you are hired would you desire or need housing for any person(s) other than yourself at the camp? Yes No

Dates available for employment: From: _____ To: _____

Education: (List high school and above. May refer to resume)

School	Years Completed	Course of Study	Degree Granted
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Past Employment: (Provide a full record of all employment and explain any gaps in employment. Use separate sheet if necessary or refer to resume.)

Dates	Employer	Address & Phone	Nature of Work	Supervisor	Reason for leaving
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1. _____

2. _____

3. _____

4. _____

Indicate any employer you do not wish us to contact and the reason: _____

Camp/Outdoor/Guiding Experience:

Dates	Organization	Director	Address	Camper or Staff

References: List 3 people [not relatives] that know your character, experience and ability. One reference must be able to speak to your spiritual qualities and spiritual maturity.

Name	Relationship	Email	Phone
1. _____			
2. _____			
3. _____			

When is the best time to contact you for an interview? _____

At times, Staff are required to operate vehicles.

Do you have a valid driver’s license? yes no

D.L. #: _____ State: _____

Do you have a commercial driver’s license? yes no

Are you able to obtain a commercial driver’s license? yes no

Applicant’s Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements herein and release the camp and all others from liability in connection with same.

I understand that, if employed, I will be an “at-will” employee, which means that the Employee may resign at any time and that the Employer may discharge Employee at any time with or without cause. It is further understood that any agreement to the contrary must be in writing and signed by the director of the camp.

In the event of employment, I understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant or in interviews may result in dismissal, regardless of the time of discovery by the camp. I understand also, that I am required to abide by all policies and procedures set forth by AEI Base Camp.

Signature of Applicant: _____ Date: _____

Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.

BACKGROUND DISCLOSURE STATEMENT
All Camp Staff

LEGAL Name _____ Birth Date _____
Permanent Address _____
Social Security Number _____
Drivers License # _____ State _____ Expiration Date _____

Yes **No** Have you ever been convicted of a criminal offense (felony or misdemeanor, except for a minor traffic violation.) Answer "Yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge.

If yes, please attach a statement including nature of offense, date, court where conviction was entered and any other relevant information.

Yes **No** Have you ever been charged with a sexual offense, crime of violence or offense relating to children?

If yes, please attach a statement including nature of offense charged, date, law enforcement agency making the charge and any other relevant information.

Yes **No** Have you ever been reported to a social service agency, law enforcement authority, child abuse registry or similar organizations regarding abuse or misconduct involving children?

If yes, please describe the circumstances and provide the name and address of the entity receiving the report.

Yes **No** Have you ever been dismissed from employment by any employer following an allegation of sexual misconduct or other immoral or inappropriate behavior or conduct?

If yes, please describe the circumstances and provide the name and address of the employer.

Yes **No** Have you ever been the subject of an investigation, or allegation of sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children?

If yes, please attach a statement including the name and address of the employer, educational institution, camp or other organization where the investigation, review or complaint occurred.

I understand that:

- A. AEI Base Camp may deny employment or volunteer service to any person who answers any of the above questions in the affirmative.
- B. In applying for a staff position, the information that I have furnished is subject to verification, which may include a criminal history check, request from any Central Registry, the CBI or FBI.
- C. AEI Base 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 position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.
- D. This disclosure statement must be updated yearly.

Signature: _____ Date: _____

Camp Staff Application Questions

Please answer the following questions completely.

1. Why do you want to be part of the staff at AEI Base Camp?
2. What benefits might our participants receive from a wilderness experience?
3. What can **you** offer the programs at AEI Base Camp?
4. Describe yourself, including your strengths and weaknesses.
6. The living situation at our base camp is based on community. How do you see yourself fitting into and adapting to community life?
7. One of the illustrated duties for staff is to “demonstrate Christian morals and values”. What does this mean to you?
8. Please share your personal spiritual testimony; how has your life been impacted by a relationship with God?

9. Can you commit to two summers? If not, explain.

Please describe your experience in the following areas (personally and professionally). Indicate any you can organize and teach as an expert or assist in teaching. Enclose a copy of current certification cards or certificates in any of these areas.

1. Describe your experience in rock climbing, rappelling, teaching belaying techniques, technical rescue, etc.

2. What experience do you have in backpacking, hiking, orienteering (map and compass), camping?

3. Describe any mountaineering and snow travel experience.

4. What experience do you have participating in or leading a challenge course experience? Do you have experience facilitating low or high elements?

5. We expect our staff to follow and teach backcountry LNT principles. On a scale of 1-10, 10 being the highest, how well do you know LNT Principles? Please summarize in your own words what LNT means to you.

6. What First Aid/CPR certifications do you currently have?

7. Comment on your experience in the following “soft skills” areas: leading group discussions, Bible studies, processing/facilitating activities, watching group dynamics, etc. What are your strengths and weaknesses in this area?

8. List any experience/skills/additional information you’d like to share with us. For example: administrative, musical, artistic, construction, lifeguarding, other outdoor skills, etc.

9. Staff regularly participate in work projects around camp throughout the summer. Describe your work ethic with regard to timelines, flexibility in duties assigned and other hands on projects.

10. Our Base Camp is at 10,000 ft in elevation, please describe your ability to work at this altitude and if you have ever experienced altitude sickness or have medical conditions that could worsen at this elevation.

11. What experience do you have prepping food/cooking in the kitchen for large groups of people?

12. Can you tell me your experience cleaning cabins and how would you describe a clean, presentable cabin?

13. Please describe your administrative skills and how you organize, if you are detailed-oriented.