

Ketchen Lake Bible Camp – Staff Application Form 2017

Please note that the information on this form will be kept confidential.

Personal Information:

Name: _____ Gender: M / F

Address: _____

City/Town: _____ Postal Code: _____

Phone: Home (____) _____ Work (____) _____ E-mail address: _____

Provincial Health #: _____ Saskatchewan/Other: _____

Home Church: _____ Are you a Church Member: Yes No

How often do you attend? Weekly Occasionally Other: _____

Age: I am 18 years old or older I am under 18 years of age (please specify age): _____

Staff T-shirt size: Men's XL Men's L Men's M Men's S

Housing: Please list dependents accompanying you to Camp (eg. Spouse, children, etc.): _____
Will they be involved in the program as campers (which camps? _____) or staff (what areas? _____)

Education:

	School	Years attended	Date Graduated	Degree/Certificate
High School				
Bible College / University				
Other				

Work/Service Experience:

(attach paper as needed)

Employer / location / supervisor	What did you do?	Employment period

In case of emergency, please notify: (Parent / Guardian if under 18 years of age)

Name: _____ Relationship to you: _____

Address: _____ City/Town: _____

Postal Code: _____ Phone: Home (____) _____ Work (____) _____

I would like to serve as...	Staff O Jun 27- Jul 1	Teen Camp Jul 3-8	Jr. Teen Camp Jul 10-15	Inter- mediate Camp July 17-22	Squirt Camp Jul 24-27	Family Camp Jul 28-30	Sports Camp Jul 31-4	24/7 Camp Aug 7-13	Camp Camo Aug 15-19
*Senior Cabin Leader									
Junior Cabin Leader									
Lifeguard									
Skill/Craft Leader									

- o **Program staff meet at 7:00pm evening before camp starts for planning.**
- o ***NOTE to Senior Cabin leaders:** *Senior Cabin Leaders attending Staff Orientation receive \$150 for Staff Orientation and \$250/week of cabin leading. Those not attending Staff Orientation receive \$200/week.

Skills:

Indicate your level of proficiency in the following program areas:	I know nothing	I know something	I could help	I could teach	I'm certified to teach	Certification level
Archery						
Camping Skills/ outdoor living						
Canoeing / Kayaking						
Crafts						
Cup Stacking						
Drama						
Lifeguard						(see below**)
Nature/Wilderness Survival						
Photography / Video (digital)						
Riflery (pellet guns)						
Rocketry						
Sign Language						
Team Sports (circle): soccer, basketball, volleyball, other						
Trampoline						
Water skiing						
Other:						

Certification (Please include copies of all certification)

- I have my "Pleasure Craft Operator Card" (certified boat driver)
- I have my "Possession Acquisition License" (PAL) for firearms.
- I have First Aid training
 If Yes, from whom? (Please specify) _____ (Red Cross, St. John's Ambulance, etc.)
What level of training? _____ **Date Received:** _____

****Lifeguard Certification: (Please include copies of all certification)**

- Standard First Aid – required (fill in above)
- Bronze Cross – required Date Received / Recertified: _____
- NLS: Yes No Date Received / Recertified: _____
- WSI: Yes No Date Received / Recertified: _____
- Other: _____

Music:

- Do you play a musical instrument – what instrument?** _____
- Are you able to bring an instrument with you? Yes No
- Do you lead singing?** Yes, I have led singing Yes, I would like to lead singing Not interested

Health Report:

- Do you suffer from any medical / emotional condition that in any way restricts normal activities including land and water sports? No Yes (Check one)
 If Yes, please explain: _____
- Do you have allergies? Yes No (Check one)
 If Yes, please list: _____
- Are you on a special diet that you will be following at Camp? Yes No (Check one)
 If Yes, please describe (eg. Vegetarian): _____

Complete a Criminal Record Check AND Vulnerable Sector Check: (Every 2nd year)

Please Note: Camp Policy also requires that employees over 16 years of age, acquire a Criminal Record Check AND a Vulnerable Record Check from your local RCMP detachment.

Go to your local Royal Canadian Mounted Police station, ask them to do a "Criminal Records Check" and a "Vulnerable Record Check" on you. Either explain that you are volunteering for a position at Camp, working with children or use the attached letter below. Please enclose a copy with this application or send it to the address below.

Have you been convicted of a criminal offense? Yes No (Check one)

If Yes, please explain: _____

Please answer the following questions: *[Please use an additional sheet of paper – typed if possible]*

- Describe the reasons why you want to serve at KLBC this summer. Where would you like to serve and why?
- Describe your relationship with Christ. How have you come to know Christ as your personal Lord and Savior? When? Describe your present devotional and prayer life. What has God been teaching you lately?
- How have you been involved in your local church, your community and other ministry in the past? And now?
- What are you bringing to KLBC this summer (skills, attitudes, desires)?
- What goal(s) do you have for your week(s) of ministry at KLBC? What do you want to accomplish? What would you like to learn? How would you like to grow? How can we help you achieve these goals?

Please list at least two references:

1. Your Pastor

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

E-mail address (optional): _____

Phone: Work (_____) _____ Home (_____) _____

2. Employer, Teacher, Coach, Friend (An adult, 25 years of age or over, NOT a family member)

Name: _____

Address: _____

City/Town: _____ Postal Code: _____

E-mail address (optional): _____

Phone: Work (_____) _____ Home (_____) _____

In submitting this application, I declare all of the information is accurate to the best of my knowledge. I understand that being a Ketchen Lake Bible Camp Staff Member means serving and co-operating with my fellow staff members. I agree with KLBC's Statement of Faith. I seek to glorify God with my actions and share His love with the campers, staff and visitors of KLBC. I authorize KLBC to access to information with respect to my person from Police / Child Abuse registry files.

Signed: _____ **Date:** _____

NOTE: If applicant is under 18 years of age Parent / Guardian must also sign:

Parent/Guardian Name: _____ Signature: _____ Date: _____

Please return this completed application with your Testimony, Statement of Affirmation, and the appropriate (see forms below, please note there is a change in this procedure for anyone 18 yrs old and older) Criminal Record Check and Vulnerable Sector Check to:

Elaine Brewer, Director, Ketchen Lake Bible Camp, Box 68, Hyas, SK, S0A 1K0
Home Phone: (306) 594-2194 Cell Phone: (306) 594-7456 E-mail: elainebrewer@rocketmail.com
Website: ketchenlakebiblecamp.com

STATEMENT OF AFFIRMATION FORM

Ketchen Lake Bible Camp is a distinctively Christian organization. Our policies are built on principles taken from the Holy Bible. The Scriptures are the final authority guiding our faith and actions. Our understanding and interpretation of Scriptures is consistent with the evangelical Christian tradition. We expect all KLBC staff and volunteers (referred to as staff in this document) to believe and follow our Statement of Faith and Code of Conduct.

We believe:

1. The whole Bible is inspired by God and therefore our authority for faith and practice.
2. The Trinity is one God: Father, Son and Holy Spirit.
3. Jesus Christ is God and was miraculously conceived, performed miracles, died and was buried, physically rose again, ascended to heaven and will return.
4. In the person of the Holy Spirit, whose ministry is to glorify the Lord Jesus Christ, convict mankind, renew the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
5. In the total sinfulness of mankind and that only by being born again through faith in our Lord Jesus Christ alone can we have salvation.
6. In the resurrection of our body, the eternal life of the saved and the eternal punishment of the unsaved.
7. In the existence of Satan, a created being and an enemy of God.

Ketchen Lake Bible Camp Staff are expected to function as Christian leaders, upholding New Testament standards in all aspects of life and ministry. Applicants to Ketchen Lake Bible Camp do not qualify for a place of ministry if they do not intend to adhere to the Code of Conduct.

1. Because Ketchen Lake Bible Camp Staff function as highly visible role models and servant leaders within our community of ministry, their lives must be consistent with the faith we represent. KLBC Staff hold positions of authority and that authority must never be abused.
2. Ketchen Lake Bible Camp Staff are expected to establish the spiritual disciplines needed to maintain and promote a deep, intimate relationship with God.
3. Staff are to be careful, responsible stewards of Ketchen Lake Bible Camp property.
4. Alcohol and illicit drugs are not allowed on Ketchen Lake Bible Camp property.
5. Ketchen Lake Bible Camp Staff are required to avoid conduct that is unethical or immoral and to avoid behaviour that is contrary to biblical principles

I have read and agree with Ketchen Lake Bible Camp's Statement of Faith and Code of Conduct. I acknowledge that failure to comply with the Code of Conduct is grounds for immediate dismissal.

Name (please print): _____ **DATE:** _____

Signature: _____

PLEASE INCLUDE SIGNED STATEMENT OF AFFIRMATION STATEMENT WITH COMPLETED APPLICATION

CRIMINAL RECORD CHECK PROCEDURE FOR EVERYONE 18 YEARS AND OLDER

Outlined below are step-by-step instructions to help you complete your mandatory criminal record check:

1. Visit www.backcheck.net/cca and click on Saskatchewan Camping Association. Select SCA - Ketchen Lake Bible Camp from the list of camps provided.
2. You will need to register for a myBackCheck account and create a username and password.
3. Once registered, you will receive a confirmation of registration e-mail from myBackCheck.com. Open it and click on the web link to activate your myBackCheck.com account.
4. Type in your username and password to log in. Once logged in click on the 'Inbox' tab at the top of the page to find your Invitation.
5. Click on the CCA Invitation, which will allow you to click 'Accept and Continue' to move forward with your check.
6. Continue with the steps and pay online by credit card (\$29 plus tax – if applicable).
7. After the purchase is complete, click on "my Account" and then click 'Continue' to proceed with the criminal record check.
8. Enter your identity information.
9. Disclose any criminal records. These details will be used by the police department to verify any potential record you may have, so remember to be as accurate as possible.
10. Review the Term and Conditions.
11. Verify your ID online, or if you do not pass the ID online process, print the Canada Post ID Verification Form and take it to your nearest participating Canada Post location to have your IDs verified and submitted to myBackCheck.com. No money needs to be given to the Canada Post representative as this payment is included in the initial fee through the myBackCheck.com site.

That's it! Results of your check will be processed and the results released within one business day. Your results will be shared with SCA - Ketchen Lake Bible Camp at the same time that they are released to you.

Ketchen Lake Bible Camp



Contact Info

Camp Website: www.ketchenlakebiblecamp.com

Elaine Brewer (Director)
Box 68 Hyas, SK S0A 1K0
(306) 594-2194
elainebrewer@rocketmail.com

Carol Steppan (Registrar)
Box 189 Endeavour, SK S0A 0W0
(306) 547-4268
bcsteppan@sasktel.net

Date: _____

TO: RCMP

RE. Confirmation of volunteer employment with Ketchen Lake Bible Camp
Criminal Record Check, Vulnerable Sectors Check

To Whom It May Concern:

_____ will be working as a volunteer at Ketchen Lake Bible Camp this summer and will be working with or around children. Some of our volunteers receive a small honorarium for their service at Camp.

Please complete a **Criminal Record Check** and a **Vulnerable Sectors Check** on their behalf as a volunteer. This is required for all of our staff at KLBC as they work directly with or in close proximity to young children.

Thank you for your assistance in making summer camp a safe and enjoyable experience for children in Saskatchewan.

Sincerely,

Elaine Brewer

Elaine Brewer,
Director, Ketchen Lake Bible Camp
