



**PORTAGE LAKE**  
B I B L E C A M P

**STAFF APPLICATION**  
**SUMMER 2017**

**CONTACT INFO**

Full name: \_\_\_\_\_  
Age on June 1<sup>st</sup>: \_\_\_\_\_ Gender: M/F Birth date: \_\_\_\_\_  
Permanent Street Address: \_\_\_\_\_  
Permanent City, State, Zip: \_\_\_\_\_  
School Mailing Address (if different from above): \_\_\_\_\_  
School City, State, Zip: \_\_\_\_\_  
Phone # for an interview: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address: \_\_\_\_\_

**STAFF SHIRTS**

T-Shirt size (please circle one)      S      M      L      XL      XXL  
Sweatshirt size (please circle one)      S      M      L      XL      XXL

**JOB INTERESTS**

(Only mark the positions you are applying for with number 1, 2 and 3, 1 being your first choice.)

Support Staff

- \_\_\_ S.W.I.M. Team Director
- \_\_\_ Waterfront Director\*
- \_\_\_ Ropes Director\*\*
- \_\_\_ Trips Director\*
- \_\_\_ Media Director
- \_\_\_ Canteen/Cool Beans Director
- \_\_\_ Worship Director
- \_\_\_ Maintenance Staff
- \_\_\_ Kitchen Staff
- \_\_\_ Office & Nurse's Assistant

Counseling Staff

(Counseling paired with one of the following...)

- \_\_\_ Sports & Athletics
- \_\_\_ Arts & Crafts
- \_\_\_ Ropes\*\*
- \_\_\_ Lifeguard\*
- \_\_\_ Canteen/Cool Beans Assistant

\*Specific certifications required

\*\*Certifications completed during staff training

**EDUCATION**

Please indicate the amount of schooling you will finish by June 2016.

**High School** Name & Location: \_\_\_\_\_

Grade Completed: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Diploma Received? Y/N

**College** Name & Location: \_\_\_\_\_

Grade Completed: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Diploma Received? Y/N

Major (s): \_\_\_\_\_

**Additional Education** School & Study: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Diploma Received? Y/N

## ADDITIONAL INFO

Extra Curricular Activities (*i.e. church, community, school, etc.*):

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Current Church Home: \_\_\_\_\_

Pastor/Youth Pastor: \_\_\_\_\_

### Camp Experience

Have you ever been a staff member at any summer camp besides Portage Lake? Y/N

Camp Name: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Please list any camps you have attended as a camper: \_\_\_\_\_

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### Personal History

Have you ever been convicted of a crime? Y/N

If yes, please explain: \_\_\_\_\_

Have you ever been sued in a civil court of law where the allegations in the suit involved illegal, inappropriate, or sexual conduct or contact with a minor child? Y/N

If yes, please explain: \_\_\_\_\_

Have you ever been denied the opportunity to work with children in any capacity? Y/N

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of any crime related to the mistreatment, abuse or molestation of children? Y/N

## EMPLOYMENT HISTORY

Please list your last three jobs, beginning with the most recent. These employers may be contacted by Portage Lake for references.

1. Company Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Brief Job Description: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Brief Job Description: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Position Title: \_\_\_\_\_  
 Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 Brief Job Description: \_\_\_\_\_

## RELATED SKILLS

Please rate by circling for: 1=no experience, 2=some experience, 3=skilled/able to teach

### Music

|         |   |   |   |
|---------|---|---|---|
| Singing | 1 | 2 | 3 |
| Guitar  | 1 | 2 | 3 |
| Drums   | 1 | 2 | 3 |
| Piano   | 1 | 2 | 3 |
| Bass    | 1 | 2 | 3 |
| Other*  | 1 | 2 | 3 |

\*Please specify \_\_\_\_\_

### Sports

|            |   |   |   |
|------------|---|---|---|
| Basketball | 1 | 2 | 3 |
| Soccer     | 1 | 2 | 3 |
| Softball   | 1 | 2 | 3 |
| Volleyball | 1 | 2 | 3 |
| Canoeing   | 1 | 2 | 3 |
| Other*     | 1 | 2 | 3 |

\*Please specify \_\_\_\_\_

### Spiritual

|               |   |   |   |
|---------------|---|---|---|
| Lead devotion | 1 | 2 | 3 |
| Lead worship  | 1 | 2 | 3 |
| Bible study   | 1 | 2 | 3 |
| Testimony     | 1 | 2 | 3 |
| Group prayer  | 1 | 2 | 3 |
| Other*        | 1 | 2 | 3 |

\*Please specify \_\_\_\_\_

### Technology

|             |   |   |   |
|-------------|---|---|---|
| Photography | 1 | 2 | 3 |
| Videography | 1 | 2 | 3 |
| Web design  | 1 | 2 | 3 |
| Sound booth | 1 | 2 | 3 |
| Other*      | 1 | 2 | 3 |

\*Please specify \_\_\_\_\_

### Miscellaneous

|             |   |   |   |
|-------------|---|---|---|
| Low ropes   | 1 | 2 | 3 |
| Belaying    | 1 | 2 | 3 |
| Drama/skits | 1 | 2 | 3 |
| Power boats | 1 | 2 | 3 |
| Sunfish     | 1 | 2 | 3 |
| Other*      | 1 | 2 | 3 |

\*Please specify \_\_\_\_\_

### Certifications (circle all that apply)

CPR: good through: \_\_\_\_/\_\_\_\_  
 First Aid: good through: \_\_\_\_/\_\_\_\_  
 Lifeguard: good through: \_\_\_\_/\_\_\_\_  
 EMT: good through: \_\_\_\_/\_\_\_\_  
 Ropes : good through: \_\_\_\_/\_\_\_\_  
 Other\*: good through: \_\_\_\_/\_\_\_\_

\*Please specify \_\_\_\_\_

## QUESTIONS

*Please answer the following questions typed, on a separate piece of paper and attach to your application. Please use more than three sentences but do not use more than three paragraphs per question.*

1. Why do you want to work at Portage Lake Covenant Bible Camp?
2. Please give a brief history of your faith. How did you come to know Jesus Christ?
3. How are you seeking after God now?
4. What strengths, characteristics, and gifts would you bring to our Christian community? (If you have taken StrengthsFinder, please share)
5. Share about a time you failed and how you responded. What came out of that experience?
6. Please share what personal challenges you may have while on staff.
7. Is there any additional information you would like us to know?

## REFERENCES

*New staff must have 3 references. Last summer's staff are only required to have 1 new reference. Former SWIM Team must have 3 references.*

List your references below and direct them to the link on our website or forward them the link listed below. You may not use family members, anyone under the age of 18 years old or a current Portage Lake staff member as references. References should NOT be peers. You must have at least one spiritual reference (i.e. pastor or mentor).

1. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
2. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
3. Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Applications cannot be processed until all three reference forms have been received.**  
*It's the applicant's responsibility to see that we receive all documents.*

References can be directed to fill out the Google Form found at [portagelake.org](http://portagelake.org) under the headers "Summer>Other>Summer Staff" or copy the following link:  
<https://goo.gl/forms/kKnrX770RFkLH5IC3>

## FINAL DETAILS

When you have...

1. Filled out the application
2. Finished the questions
3. Include a current photo
4. Passed along reference form link

...then send your completed application to us!

***Once we receive your application and references, we will schedule an interview with you. Feel free to call camp if you haven't heard from us and you're too excited to wait!***

Please send applications to:  
**PORTAGE LAKE COVENANT BIBLE CAMP**  
**ATTN: STAFF APPLICATIONS**  
**4158 CAMP DELIGHT RD.**  
**ONEKAMA, MI 49675**

I hereby certify that all information I have provided to Portage Lake is true. I give my permission for Portage Lake and its agents to attempt to verify the information that I have provided by questioning my references, employers, schools, friends and family members. Anyone who is contacted by Portage Lake shall be permitted to release all information that they possess about me to the camp. I understand that if, in the sole opinion of Portage Lake, I have provided false or misleading information that my application will be rejected. If I was accepted prior, I will be terminated immediately.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_