



# Application for Employment

Date of Application

mm / dd / yyyy

## Personal Information

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street/Box # City State Zip Code

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Age \_\_\_\_\_ Gender \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current year in school \_\_\_\_\_ Name of college/University: \_\_\_\_\_

College/university mailing address: \_\_\_\_\_

## Qualifications/Interest

Are you: a Christian? \_\_\_\_\_ an active member of a church? \_\_\_\_\_

**Please provide the following information on your church affiliation.**

Member church name & address \_\_\_\_\_

Minister's name & church phone number \_\_\_\_\_

Applying for summer \_\_\_\_\_ Position Sought \_\_\_\_\_  
(year) (list any position you are interested in /qualified for)

What qualifications do you possess for the position(s) applied for? \_\_\_\_\_

Skills (check all that apply): computer skills; please list: \_\_\_\_\_  
life-saving skills/certifications; please attach copies of any certifications.  
other; please explain: \_\_\_\_\_

Why have you chosen to apply for Hilltop? \_\_\_\_\_

Are you in good health? \_\_\_\_\_ Have you been hospitalized or received medical attention for other than the usual colds or flu, etc. within the last year? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

What is the earliest date you are available to begin working? \_\_\_\_\_

Employment History (List most recent job first)			
Employer (Name & Phone)	Position	Dates of Employment	Salary/Wage
1.			
2.			
3.			
4.			

References Please include current/most recent employer (Do not include relatives)			
Name	Occupation	Phone Number	E-mail Address
1.			
2.			
3.			
4.			

**Have you ever been convicted of/or charged with domestic violence, child pornography, child abuse, child molestation or any other crime related to persons?**

Yes      No      If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**Have you ever been involved with or been accused of such activity?**

Yes      No      If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

**By signing below, I am affirming:**

1. That I agree with the attached policy of Standards of Conduct for Hilltop Christian Camp. 2. That, if hired, I will abide by this policy and all camp rules applicable to summer staff. Immoral active on or off duty may be grounds for immediate dismissal. 3. That the above statements are true, and I am willing to submit to a limited criminal history background check at my expense, if requested to do so.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To complete your application process, please send this **application** with a **recent photo of yourself** (photo will not be returned) to:

**Hilltop Christian Camp  
 Summer Staff Application  
 6014 Hamilton Creek Rd.  
 Columbus IN 47201-3467**

**Do Not Write Below**  
 Date Received: \_\_\_\_\_  
 Date Hired: \_\_\_\_\_

**Hilltop Christian Camp**  
**6014 Hamilton Creek Rd. – Columbus, IN 47201-3467**

**Standards of Conduct**

**I. POLICY**

It is the policy of Hilltop Christian Camp (hereafter "HCC") to provide for all who are involved in the camping program an environment that is free of inappropriate conduct. HCC may take any and all reasonable or appropriate steps to prevent inappropriate conduct. This policy is based in substantial part on HCC's concern regarding the safety, health, welfare, and spiritual growth of its campers, volunteer faculty members, and employees.

**II. APPLICABILITY**

This policy is applicable to all paid staff and volunteer faculty members participating in the operation of HCC. As used below, paid staff and volunteer faculty members are referred to as "Personnel."

**III. INAPPROPRIATE CONDUCT DEFINED**

Consistent with this policy, HCC strictly prohibits its personnel from:

- A. Participating in any HCC activity while under the influence of intoxicants, illegal drugs, or any other controlled substance;
- B. Engaging in any form of sexual harassment which includes unsolicited or improper verbal comments or jokes, physical gestures, or actions of a sexual nature toward another person; unwelcome demands or excessive requests for social encounter; any demands or requests for sexual encounters and the explicit or implicit promise of preferential treatment with regard to an individual's participation in HCC activities;
- C. Corporal discipline of children;
- D. Child molesting – which includes any touching of a child with the intent to satisfy sexual desires.

**IV. PERSONAL BEHAVIOR**

HCC is committed to Christian service and ministry. The personal behavior of all HCC personnel is an essential aspect of effective Christian ministry. Personal behavior which is incompatible with the Biblical teachings and doctrine of HCC will not be tolerated. Unacceptable personal behavior on the part of any HCC personnel may be cause for counseling, admonition, reprimand, or termination of services or employment.

It is inherent in the nature of HCC activities that personnel will have frequent direct contact with children and adult attendees at HCC activities in isolated settings. Contact may be in the form of small class settings, individual counseling sessions, and overnight stay at the camp and similar activities. Personnel are admonished to avoid circumstances or settings which may give the appearance of a violation of this policy.

**V. INVESTIGATING AND REPORTING**

Each allegation of a violation of this policy will be investigated. Investigations will be designed to protect the privacy of the parties concerned to the extent possible, and findings will be discussed with all personnel involved in the alleged incident. If, after the investigation, HCC finds that a violation of this policy has occurred, it will take appropriate disciplinary action up to and including termination of employment or suspension of personnel from participation in HCC activities.

**Incidents of suspected child molesting, in accordance with Indiana Law, will be reported promptly to the Department of Child Welfare.**

**Adopted by the Hilltop Christian Camp Board of Directors on February 21, 1994**

**A Volunteer Personnel Form must be completed and returned to the dean of the session prior to the beginning of the camp activity(ies) you will be attending.**