



2016 CAMP KURATLI SUMMER STAFF APPLICATION
The Salvation Army Camp Kuratli at Trestle Glen
 24751 SE HWY 224 Boring, OR 97009 - 503-637-5026

PLEASE FOLLOW THE INSTRUCTIONS

1. On Page 3 on the section for references please include...

- A Pastoral Reference
- A Professional Reference
- A Personal Reference

Please Note: Immediate family members will not qualify as a reference.

2. Indicate which reference you are referring to (example Below).

REFERENCES

PLEASE LIST THREE REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS.

1.	Name <u>John Doe</u>		(Pastoral Reference)	
	Email Address _____		Phone Number _____	
2.	Name _____			
	Email Address _____		Phone Number _____	
3.	Name _____			
	Email Address _____		Phone Number _____	

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3. Please return the completed application in one of the following ways:

- Scan/E-Mail application to: camp.kuratli@usw.salvationarmy.org
(Subject Heading: Summer Staff Application)
- Mail your application to: Attn: Program Coordinator
Camp Kuratli at Trestle Glen
24751 SE HWY 224
Boring, OR 97009

SUMMER CAMP POSITIONS APPLYING FOR

Please list the top three positions you are applying for and the experience you have:

1st Choice: _____ Experience: _____

2nd Choice: _____ Experience: _____

3rd Choice: _____ Experience: _____

- | | | | | |
|-------------------------------------|----------------------------|-------------------------|-------------------------------------|---------------------------------|
| Activities Coordinator | Lead Male/Female Counselor | Dining Hall Coordinator | Service Crew Chief | Life Walk (Wilderness) Lead |
| Craft Coordinator | Male/Female Counselor | Kitchen Assistant | Service Crew Member | Life Walk Male/Female Counselor |
| Break Day Supervisor | Staff-In-Training | Kitchen Support | Life Guard (Certification Required) | Life Walk Logistics Coordinator |
| Camp Nurse (Certification Required) | | | | Volunteer Positions Available |

It is my understanding that The Salvation Army may make a thorough investigation of my entire work and personal history (unless otherwise indicated) and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by The Salvation Army and I release from liability any person giving or receiving any such information. I understand that misrepresentation or omission of facts discovered as a result of this investigation will prevent my being hired, or if hired, will subject me to immediate dismissal.

Applicant Signature:

Please Print Name:

Date:



CAMP KURATLI APPLICATION FOR EMPLOYMENT



We appreciate your interest in The Salvation Army. The Salvation Army is an equal opportunity employer. The Salvation Army does not discriminate against any applicant or employee based on race, color, sex, national origin, age, religion, sexual orientation, gender identity, disability, or any other bases protected under federal, state, or local law. It is also The Salvation Army's policy to comply with all applicable federal and state laws respecting consideration of unemployment status in making hiring decisions.

PLEASE PRINT

Date of Application _____

Name _____
Last First Middle

Street Address _____
Number Street City State Zip Code

Telephone # (_____) _____ - _____ Cellular/Other Phone # (_____) _____ - _____

Email Address _____

Position(s) Applied For _____

How did you learn about us? Advertisement Employment Agency Relative Friend Inquiry
 Other _____

Best time to contact you at home is: _____ : _____ AM PM

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever applied for a position with The Salvation Army before? Yes No

Have you ever been employed with us before? Yes No

Do any of your friends or relatives, other than a spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Will you now or in the future require sponsorship for an employment visa (e.g. H-1B status)? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work: _____ / _____ / _____ Desired salary range or hourly rate of pay \$ _____

Are you available to work: Full-Time please indicate shift 1 2 3
 Part-Time please indicate shift Mornings Afternoon Evenings
 Temporary please state dates available _____ to _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

I. PRIOR CONVICTION(S) QUESTION AND DISCLAIMERS

****BUFFALO, HAWAII, MASSACHUSETTS, MINNESOTA, NEWARK, PHILADELPHIA, RHODE ISLAND AND SEATTLE APPLICANTS: DO NOT ANSWER THE QUESTION BELOW AT THIS TIME.**

BEFORE answering this question, please read the additional instructions on page 5, if you reside in, or are applying for a position in California, Connecticut, Georgia, Michigan, Nebraska, Nevada, New York, Ohio, Pennsylvania, or Washington. Please note that, for all states, you do **NOT** have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order. Please note that answering "Yes" to this question will not automatically bar you from employment.

Have you ever been convicted of a crime? Yes No

(1) Conviction: _____
 Misdemeanor Felony Year: _____ County _____ State _____

(2) Conviction: _____
 Misdemeanor Felony Year: _____ County _____ State _____

(3) List any additional convictions: _____

MILITARY SERVICE

Have you ever served in the armed forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Attach additional sheets if necessary.

1.

Name of Employer _____	NAME OF LAST SUPERVISOR	DATES EMPLOYED	HOURLY RATE/ SALARY
Address _____		FROM:	STARTING:
City, State, Zip Code _____	EMAIL:	TO:	FINAL:
Phone Number _____	JOB TITLE:		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

2.

Name of Employer _____	NAME OF LAST SUPERVISOR	DATES EMPLOYED	HOURLY RATE/ SALARY
Address _____		FROM:	STARTING:
City, State, Zip Code _____	EMAIL:	TO:	FINAL:
Phone Number _____	JOB TITLE:		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

List professional trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

EDUCATION

Type of School	Name and Address of School	Course of Study	Years Completed	Diploma Degree	Years Attended
High School					
College					
Graduate Professional					
Other (Specify)					

ADDITIONAL INFORMATION

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> PC/Mac	Microsoft Office	Production/Mobile Machinery _____
<input type="checkbox"/> Keyboard	<input type="checkbox"/> Word	Call Center Phone System _____
WPM _____	<input type="checkbox"/> Excel	Arts/Multi-Media/Entertainment Technical Skills _____
	<input type="checkbox"/> Power Point	Information Technology (IT) Skills _____
Other _____		

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

YES NO Need more information about job's "essential functions" to respond.

REFERENCES

PLEASE LIST THREE REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS.

1. Name _____
 Email Address _____ Phone Number _____

2. Name _____
 Email Address _____ Phone Number _____

3. Name _____
 Email Address _____ Phone Number _____

APPLICANT'S STATEMENT

I certify the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I will complete all paperwork necessary allowing The Salvation Army to conduct this investigation.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond that time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Applicant's Name (Print)

Applicant's Signature

Date



The Salvation Army, Western Territory – Pre-Employment
 Equal Employment Opportunity (EEO) Gender & Ethnicity
 Voluntary Self-Disclosure Form

Name: (Please Print): _____

Position Applied For: _____ Work Location: _____ Date: _____

VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY (EEO) FORM

The Salvation Army is an equal employment opportunity employer. In order to comply with EEOC, OFCCP and Affirmative Action regulations, The Salvation Army is required to compile summary data on the gender and ethnicity of its job applicants.

The information solicited is collected for the sole purpose of providing data to be used for statistical analysis by The Salvation Army and the Equal Employment Opportunity Commission. This information is confidential, maintained in separate files and is not used in the determination of your eligibility for promotion, transfer, or tenure. Providing the information is voluntary; however, the EEOC strongly endorses self-identification of race and ethnic categories, as opposed to visual identification by employers, refusal to provide this information will not subject you to adverse treatment.

Qualified applicants are considered for employment without regard to Race/Color, National Origin/Ancestry, Sex, Religion, Age, Mental or Physical Disability, Veteran Status, Medical Condition, Marital Status, Sexual Orientation, or Pregnancy.

This Pre-Employment Information will be kept Confidential and separate from the Employment Application. **Completion of this form is voluntary and will not affect or influence your application in any way.**

Gender: Female Male

Ethnic Origin (Please read the definition below and mark *only one* of the appropriate boxes):

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaskan Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (Including Central America), who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.
- I do **not** wish to provide this information to The Salvation Army.

Veterans Status

- Special Disabled Veteran**
- Veteran of the Vietnam Era**
- Newly Separated Veteran**
- Other Protected Veteran**
- Not a Veteran**

How did you find out about this job? _____

STATE SPECIFIC INSTRUCTIONS

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify marijuana-related convictions entered by the court more than two (2) years ago that involve: unlawful possession of marijuana; transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis, or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; possession of paraphernalia used to smoke marijuana; being in a place with knowledge that marijuana was being used; or being under the influence of marijuana. Also, do not identify any arrest or detention that did not result in a conviction or any record of a referral to, and participation in, any pretrial or post trial diversion program.

Connecticut Applicants: Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or not prosecuted, a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

Georgia Applicants: Do not identify any verdict or plea of guilty or nolo contendere that was discharged by a court under Georgia's First Offender Act.

Hawaii Applicants: **Do not answer this question at this time.** You will only have to answer this question if you receive a conditional offer of employment. At that time you will not be asked to identify any conviction that was entered by the court more than ten (10) years ago, unless some period of incarceration resulting from that conviction took place within the last ten (10) years.

Massachusetts Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.** You are asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any record relating to prior arrests, criminal court appearances or convictions for which the record has been sealed and is on file with the Commissioner of Probation. You also will not have to identify prior arrests, court appearances and adjudications in cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. You also will not have to identify (1) an arrest, detention or disposition regarding any violation of law in which no conviction resulted; (2) first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; and (3) convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than five (5) years ago, unless there have been subsequent convictions within those five (5) years.

Michigan Applicants: Do not identify any misdemeanor arrests, detentions or dispositions that did not result in conviction.

Minnesota Applicants: **Do not answer this question at this time.** You will only have to answer this question if you are selected for an interview or, if you are not selected for an interview, after you received a conditional offer of employment.

Nebraska Applicants: Do not identify a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication or sentence.

Nevada Applicants: You must identify all felony convictions, but may limit disclosure of misdemeanor convictions to those that occurred within the last seven (7) years and which resulted in imprisonment. The discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a "conviction" for purposes of employment.

Newark, New Jersey Applicants: **Do not answer this question at this time.** You will only have to answer this question if you receive a conditional offer of employment. At that time you will be asked whether you have ever been convicted of murder, voluntary manslaughter and/or certain sexual offenses. You will also be asked to identify any conviction for a disorderly person offense or municipal ordinance violation (within five (5) years of sentencing) or any conviction for any other indictable offense (within eight (8) years of sentencing). If your criminal history includes a reportable conviction for a disorderly person or other indictable offense, you will be asked to report additional non-expunged convictions as allowed by law.

New York Applicants: Do not identify records concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a "youthful offender adjudication," as defined in section 720.35 of the New York Criminal Procedure Law; any conviction for a "violation" that already has been sealed by the court, per section 160.55 of New York Criminal Procedure Law in connection with the licensing, employment or providing of credit or insurance. **Buffalo, New York Applicants:** **Do not answer this question at this time.** You will only have to answer this question if you receive a job interview or a conditional offer of employment.

Ohio Applicants: Do not identify any arrest or conviction for a minor misdemeanor drug violation as defined under Ohio Rev. Code 2925.11.

Pennsylvania Applicants: Do not identify convictions for summary offenses. **Philadelphia, PA Applicants:** **Do not answer this question at this time.** You will only have to answer this question if you receive a conditional offer of employment.

Rhode Island Applicants: **Do not answer this question at this time.** You will only have to answer this question if you receive a job interview or a conditional offer of employment.

Washington Applicants: Do not identify any arrests or criminal charges that did not result in conviction. Also, do not identify any conviction that was entered by the court more than ten (10) years ago, unless some period of incarceration resulting from that conviction took place within the last ten (10) years. **Seattle, WA Applicants:** **Do not answer this question at this time.** You will only have to answer this question after completing an initial screen.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER