

# North Star Evangelistic Corporation

P.O. Box 4

Willow, Alaska 99688

(907) 495-6378

[northstarbiblecamp.com](http://northstarbiblecamp.com)



Dear Prospective Staff Member,

As we prepare for the coming camp season, we are grateful for your desire to apply for a staff position. Before you begin to complete the application, please prayerfully consider why you wish to serve on staff at NSBC. Our desire is to have a staff that is united and totally committed to the goals of the camp (i.e. the salvation of boys and girls, and the discipling of young Christians). If you feel that the Lord is leading you to serve at NSBC this summer, complete and mail in the application. Please continue to pray about how God can use you this summer to touch the lives of those who will be attending NSBC.

Please be sure to print off the reference forms and give them to your references to fill out and send back to us.

Make sure that you have completed the following:

- New Staff Application
- Given out 2 Spiritual Reference Forms
- Given out 2 Character Reference Forms
- Filled out Background Check Agreement

Once we review all the information and have an interview with you, we will prayerfully make a decision about who will be on staff this summer. If you are accepted to serve at North Star this summer, you will be sent a hiring packet. It will contain more paperwork for you to fill out and more information on what you need to know for the summer.

We are looking forward to another great year at NSBC. We trust that the Lord will bring the right people here to serve and that He will direct you in your path. Being on staff here is a fun and uplifting experience where many lasting friendships are established. It is also a time of deep spiritual blessing to see the Lord work in the lives of youth and to know that you are a part of His work. Please keep the camp before the Lord in prayer as we are preparing for the upcoming summer!

Should any questions arise as you are going through this process, please feel free to contact us at (907)495-6378 or [northstarbiblecampak@gmail.com](mailto:northstarbiblecampak@gmail.com). You may also reach me, Dan Newman, on my cell phone (907)414-9394

Dan Newman  
Executive Director

**Attach a recent photo here**

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**PERSONAL INFORMATION**

See packet for instructions. Type or print with ink. Use additional paper if needed.

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

S.S.# \_\_\_\_\_ Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

Temporary Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address City State Zip

Permanent Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address City State Zip

E-mail address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

What church do you attend? \_\_\_\_\_ Affiliation \_\_\_\_\_

How long have you attended there? \_\_\_\_\_ Pastor or Youth Pastor \_\_\_\_\_

Church Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address City State Zip

**EDUCATION & JOB EXPERIENCE**

High school attended \_\_\_\_\_ Year of graduation \_\_\_\_\_

College (s) attended \_\_\_\_\_ Year of graduation \_\_\_\_\_

Current class level \_\_\_\_\_ Area of interest, major or degree \_\_\_\_\_

For what profession are you preparing? \_\_\_\_\_

**List all previous work experiences you have had in recent years (use separate sheet if needed).**

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

**List all previous camp experience (use a separate sheet if needed). Use the second line to describe age group worked with and responsibilities.**

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

**List all leadership & ministry experiences you have had (use a separate sheet if needed). Use the second line to describe age group worked with and responsibilities.**

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

\_\_\_\_\_  
Employer Phone # Position Dates (mo/yr.) May we contact Y N

## JOB PREFERENCE

First Date Available \_\_\_\_\_ Last Date Available \_\_\_\_\_ Dates Not Available \_\_\_\_\_  
The **exact dates** you are available are **extremely important!** Priority will be given to applicants available for the full term of service.

Please number the positions 1-3 in order of your interest.

- \_\_\_ Head Cook            \_\_\_ Assistant Cook            \_\_\_ Kitchen Assistance  
\_\_\_ Nurse                \_\_\_ Maintenance & Grounds    \_\_\_ Photographer/videographer/AV  
\_\_\_ Staff Counselor    \_\_\_ Praise & Worship           \_\_\_ Program Specialist  
\_\_\_ Counselor            \_\_\_ Assistant Counselor        \_\_\_ Trip Guide

I am willing to happily serve where I am most needed (even if it is not my first choice).

Do you have any physical restrictions that would hinder your service in the position you seek? Y N  
If yes, please explain.

**Please list any current licenses or certifications: (i.e.- RN, LPN, WSI, EMT, WFA, WFR, First Aid, CPR, ARC Lifeguard, ACA, National Archery Association, etc.)**

\_\_\_\_\_

**List your experience & qualifications for activities you would be willing to lead or assist. (i.e.- Archery, Riflery, Crafts, Outdoor Cooking, Map & Compass, Sports, Canoeing, Climbing, Mountain Biking, etc.)**

Do you play an instrument? Y N            Which one(s)? \_\_\_\_\_

## SPIRITUAL & PERSONAL LIFE

**Please answer the following questions. Use a separate piece of paper if necessary.**

1. Are you a Christian who affirms the statement of faith found at [www.northstarbiblecamp.com](http://www.northstarbiblecamp.com)?  
Questions or comments?
2. Please write your personal testimony of salvation.
3. Describe your current relationship and personal commitment to Jesus Christ.
4. What are you doing to grow as a Christian? (Include any Christ-centered activities in which you are currently involved.)

5. What is discipleship? What is accountability? How are you experiencing either or both?
  
6. In what ways do you attempt to share Christ with others? What is your philosophy of evangelism?
  
7. Read Matthew 20:25-28. How do you see these words of Jesus applying to the staff in a Christian camp?
  
8. Where do you see your gifts best being used here and why?
  
9. What are two of your strengths? What are two of your weaknesses?
  
10. Why do you want to serve at North Star Bible Camp? What do you hope to contribute to the ministry?
  
11. How would you explain the Gospel to a child?
  
12. Do you have a daily, personal quiet time with the Lord? If so, what is He revealing to you?

13. Is there anything else you would like us to know about you or anything that would interfere with your ministry at NSBC (i.e.- behavior that is contrary to the Christian values of NSBC, past or current criminal actions, substance use, inappropriate language, chronic conditions that would limit your ability to do the job you are applying for, etc.)? If yes, please explain.

## REFERENCES

*It is understood that in completing the reference information below you are giving permission for North Star Bible camp to conduct a reference on you/your child, waiving any right to see that reference, and releasing the persons listed and North Star Bible Camp from any liability with regard to information disclosed on the reference.*

1. **Please list four individual references** who know you well: two character (i.e.- employer or teacher who can speak to your work ethic) and two spiritual references (i.e.- pastor or mentor). **Please do not use peers or relatives.**
2. **You are responsible for contacting your references** and providing them with the reference forms they will need to complete.
  - a. Visit [www.northstarbiblecamp.com](http://www.northstarbiblecamp.com). Under employment, you will find the forms for summer staff references. Please print the forms and mail to each of your references with a stamped envelope address to North Star Bible Camp, P.O. Box 4, Willow, Alaska 99688.

### **Character reference (please complete all reference information and PRINT clearly).**

First and last Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

### **Character reference (please complete all reference information and PRINT clearly).**

First and last Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

### **Spiritual reference (please complete all reference information and PRINT clearly).**

First and last Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

### **Spiritual reference (please complete all reference information and PRINT clearly).**

First and last Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

## SIGNATURE

To the best of my knowledge, the information given in this application is true and correct. I give North Star Bible Camp permission to conduct a criminal background check as well as check my driving record (for those positions involving driving).

I would consider it a privilege to undertake any responsibility assigned to me by leadership. I agree to follow all present and subsequently issued policies and expectations of North Star Bible Camp.

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

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**This is a confidential form and should be filled out by a character reference.**

## ***SUMMER STAFF CHARACTER REFERENCE FORM***

Applicant: \_\_\_\_\_ Position Sought: \_\_\_\_\_

The person listed above has applied for a position at North Star Bible Camp in Willow, Alaska, and has listed your name as a reference. We are looking for people who have a sincere love for the Lord and show a consistent walk with God. Applicants should have a desire to see campers come to know Christ as their Savior and grow in Him. Staff responsibilities include: willingness to work hard, serve our guests, honor camp policies, and work well with peers. We are looking for mature Christian applicants who desire to share their faith. All applicants need to have a heart for service and the ability to reflect their love for Christ through their work. For more information on North Star see [www.northstarbiblecamp.com](http://www.northstarbiblecamp.com).

Your honest appraisal will assist us in evaluating the applicant's qualifications and abilities for this job. All references are confidential and will not be shared with the applicant. Please leave blank any questions you feel unqualified to answer, and feel free to include a personal note regarding the qualifications of the applicant. Please remember that it will be truly the exceptional person that ranks high in all categories. Your prompt and honest response is greatly appreciated. Thank you for taking a few moments to complete both sides of this form and returning it by mail to P.O. Box 4, Willow, Alaska 99688. **Returning this reference within a week** of receiving it will help us give the applicant fair consideration. Please be in prayer for the applicant and us as we choose our staff. Thank you!

### **REFERENCE INFORMATION**

Your Name \_\_\_\_\_ Occupation \_\_\_\_\_

Phone \_\_\_\_\_ Current E-mail (please write clearly) \_\_\_\_\_

How long and in what capacity have you known this applicant? \_\_\_\_\_

### **PERCEPTIONS OF APPLICANT:**

*Please answer thoughtfully by checking **ONE** box in each category that **BEST** describes the applicant.*

#### **WORK ETHIC**

- Lazy, not a hard worker
- Gets by, satisfactory worker
- Will put in a good day's work
- Industrious, Hardworking

#### **ATTENTION TO DETAIL**

- Chaotic and Disorganized
- Manages with little detail orientation
- Organized and Orderly
- Perfectionist/ caught up with details

#### **TEAM COOPERATION**

- Consumed with self
- Cooperation based on self interests
- Team player and cooperative
- Intuitively supports team and needs of others

#### **INTEGRITY**

- I am unaware of the applicant's personal beliefs
- Beliefs seem inconsistent from actions
- Generally acts according to beliefs
- Consistently lives by beliefs

#### **COMMUNICATION**

- Non-communicative, inarticulate
- Appropriate but not always articulate
- Articulate and appropriate
- Articulate but not always appropriate

#### **EMOTIONAL MANAGEMENT**

- Little emotional expression
- Emotionally balanced
- Exceptionally balanced and Intuitive
- Extremely emotional

**RELATIONSHIP TO AUTHORITY**

- Possesses defiant or rebellious tendencies
- Generally complies to authority/ strong willed
- Responds well to authority and guidelines
- Conscientiously supports authority and guidelines

**RELATIONAL INTERACTION**

- Outgoing with open diverse relationships
- Outgoing with close relational circles
- Introverted with open diverse relationships
- Introverted with few relationships

**ADDITIONAL COMMENTS OR CLARIFICATIONS**

**OPEN RESPONSE QUESTIONS:** *A brief but thoughtful response to each question will be appreciated.*

1. Evaluate his/ her ability to function within a team, group, or community setting where personal space may be limited. What role do you generally see them in (leader, participant, side liner, center of attention)?
  
2. What do you consider his/ her strengths to be?
  
3. Where have you seen growth occurring within this individual? Where does this person have room for growth?
  
4. Explain the applicant's maturity of judgment and dependability.
  
5. What is your understanding of this person's present faith in Jesus Christ, and relationship to a specific Christian church (for pastoral and character references)?
  
6. Would you place your own child under the direction, influence, and care of this individual? If not, please explain why.
  
7. Is there anything that would be inappropriate for staff working with children and youth? (Criminal behaviors, Rebellious or violent tendencies, Substance use, inappropriate language, other negative behavioral patterns)?

Please check one. I would:

- highly *recommend*     *recommend*     *recommend with reservation*     *not recommend*

*this person for the position they are seeking.*

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

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## **BACKGROUND CHECK AGREEMENT**

North Star Bible Camp will perform background checks on all full-time staff (which includes full-time summer staff and year-round staff). North Star Bible Camp may perform background checks for part-time staff and volunteers (which includes counselors, teachers, helpers, baby-sitters, kitchen workers, etc.)

Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position: \_\_\_YES \_\_\_NO If yes, explain. \_\_\_\_\_

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? \_\_\_YES \_\_\_NO If yes, please indicate the nature of suit, offense, date, court, and disposition. \_\_\_\_\_

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? \_\_\_YES \_\_\_NO If yes, please indicate the nature of suit, offense, date, court, and disposition. \_\_\_\_\_

I understand that North Star Bible Camp does not discriminate in its employment practices or volunteerism against any person because of race, color, national or ethnic origin, gender, age or qualified disability. I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired or allowed to volunteer, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery.

I authorize North Star Bible Camp to thoroughly interview primary references which I have listed, any secondary references mentioned through interviews with primary references, or to other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the camp to thoroughly investigate work records and evaluations, my education preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the camp any and all employment records, performance reviews, letters, reports, and other information related to my life and employments, without giving me prior notice of such disclosure. In addition, I hereby release the camp, my former employers, references, and all other parties from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the camp.

Since I will be working near children, I authorize North Star Bible Camp to conduct a criminal records check. I understand and agree that any offer of volunteering that I receive from the camp is conditional upon the receipt of background information, including criminal background information. The camp may refuse volunteering if the camp deems any background information unfavorable or that it could reflect adversely on the camp or on me as a Christian role model.

I certify that I have carefully read and do understand the above statements.

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

Print Name \_\_\_\_\_ S.S.N. \_\_\_\_\_

Maiden Name (if applicable): \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_ Date \_\_\_\_\_