



CAMP ONDESSONK

Awaken Your Spirit

3760 Ondessonk Road
Ozark, IL 62972
Phone: 618-695-2489
Fax: 618-695-3593
www.ondessonk.com

Dear Seasonal Program Staff Applicant,

We are very pleased that you are interested in working at Camp Ondessonk. Thank you! If you are hired, you will have an opportunity to be a positive force in the life of each of the participants you interact with. People attending camp are not the only people at Ondessonk that have an opportunity to learn and grow. As an Ondessonk Program Staff member, you would join (or rejoin) a community of over 50 years of past Ondessonk staff members that are presently spread out over the entire United States and beyond. Staff alums are presently making contributions to society as educators, college professionals, members of the clergy, entrepreneurs, doctors, builders, engineers, nurses, scientists, social workers, stay-at-home moms, environmental educators, and about any occupation one can think of. If you ask any past Program Staff member if they are presently using skills learned or strengthened during employment at Ondessonk, the answer will undoubtedly be yes. They will also tell you that working at Ondessonk will look great on your resume while putting a smile on your face.

Our goal is to assemble a staff of hard-working, fun, energetic, and responsible individuals with solid decision making skills. Before completing your application, please consider carefully whether or not Ondessonk is the right camp for you. There is a lot of diversity among the 2000+ camps in the United States. We want to know whether or not we are right for you as well as you being right for us.

Camp Ondessonk is a rugged, residential, Catholic Youth Camp situated on 983 rolling acres adjacent to the Shawnee National Forest in Southern Illinois. Ozark, population plus or minus 100, is the closest town. The landscape here consists of high sandstone bluffs, meandering creeks, beautiful waterfalls, pristine hardwood forests, park like pastures, and numerous lakes. Our participants live in "units" made up of tree-houses, cabins, lodges, and even a cave dwelling. The units are designed to gently and fully immerse our guests into their natural surroundings.

When program sessions are in full swing you can expect to work with participants with a wide range of ages and backgrounds. Most participants come from Catholic families, but many of our participants and staff are non-Catholic.

The 2010 – 2011 school year season will begin on Monday, August 23rd, 2010 and run through Sunday, May 15th, 2010 with a non-paid holiday break in late December, early January. Salaries vary by education level and experience. You will find additional information regarding the details of employment in the following pages.

Camp Ondessonk is owned and operated by the Roman Catholic Diocese of Belleville, IL. As part of its Department of Outdoor Ministry, we work hard to provide a setting and program in which participants awaken their spirit for life by trying new activities, making new friends, and connecting with God through nature. In doing this, our staff members are held to very high performance standards. We expect the people that work here to be excellent role-models and otherwise exhibit behavior that does not interfere with our mission to responsibly serve our guests.

If you are looking to have a rewarding experience that you will likely daydream about when you are elderly, please fill out the attached application. We welcome questions by phone or email (email might be the surest way to reach us). If possible, please direct hiring related questions and requests to Rebecca Cler. We would also suggest that you explore www.ondessonk.com to get a better look at what we're trying to explain. Finally, please review all of the contents of this packet before you begin filling out your application.

Sincerely,
Dan, Evan, & Rebecca

Dan King
Executive Director
dan.king@ondessonk.com

Evan Coulson
Camping Services Director
evan.coulson@ondessonk.com

Rebecca Cler
Program Director
rebeccacler@ondessonk.com



Position: Seasonal Program Staff –Camp Ondessonk, Ozark, IL

Camp Ondessonk is currently accepting applications for our 2010 – 2011 school-year programming season. We are looking for dynamic experiential educators to maintain our level of excellence and professionalism in the delivery of high quality Experiential/Outdoor Education programs and activities. Successful applicants are people experienced in working with groups of children, enjoy teaching and are willing to make our programs a success. Internships are available. Training, salary, and housing are provided. Our facility is situated in the heart of the Shawnee National forest, approximately 6 hours south of Chicago, 3 hours southeast of St. Louis, 4 hours north of Memphis, and 3 hours northwest of Nashville.

Organization Profile:

Camp Ondessonk is a non-profit traditional summer camp and year-round outdoor education center dedicated to providing hands-on environmental education through facilitating experiential outdoor classes covering all curriculum areas. Our small group experiences are designed to foster cooperation, communication and team-building concepts through the use of initiative activities and our low and high ropes courses. Other activities include canoeing, night hikes, rock climbing, horse back rides, as well as our climbing/rappelling tower. Ideal Camp Ondessonk programs create a learning environment where individuals, and the group as a whole, will develop effective problem solving and cooperative social skills needed to achieve common goals. This is an excellent opportunity for college students or graduates seeking professional development and experience in Outdoor/Experiential Education. Numerous former Camp Ondessonk Program Staff, including Ondessonk’s Assistant Director, are presently working professionals in the Camping/Outdoor Ed. field.

Position Description / Duties:

Share our 983 acres of Oak-hickory forests, rock bottom streams, waterfalls, and sandstone canyons with Students, Scouts, Elderhostel participants, and Families. Work with our participants to foster in them a sense of community as well as an appreciation, understanding, and responsibility for the natural world. Teach hands-on classes in and about the out-of-doors, ie. forest and stream ecology, water quality, map and compass, wildlife, local Native American history, paddle sports, team-building activities, low and high ropes course, horseback riding, and rock climbing. Adapt the established lesson plans to match your teaching styles and strengths. Assist with program development. Lead recreation and evening programs.

As you work with our wide population base you will develop your group management and teambuilding skills, gain knowledge of the local environment, ecology and history. You will also have opportunities to assist with outdoor education administration including curriculum enrichment and design, and participate in paid staff trainings. As a year round outdoor facility, work projects as well as up-keep and maintenance of facilities are a constant and integral part of this position.

We are located a short distance from the River to River trail for extended backpacking trips, boast some of the most coveted sandstone rock climbing in the Mid-west, as well as a system of trails widely popular with local horse riders. Program staff often take full advantage of our pro-outdoorsy location and our wide array of pro-deals on professional outdoor clothing and gear!

Qualifications:

Must be at least 18 years of age and have a high school diploma or GED. Bachelor’s degree preferred. Previous experience in a camp setting, as well as a basic knowledge of outdoor education, is essential to the job. Knowledge of the experiential education process, environmental education programming, challenge course facilitation, and equestrian care and programming preferred. The ability to work independently, as well as part of a team, is essential. This position requires strong group facilitation, communication, and interpersonal skills, as well as a high degree of job flexibility. High levels of personal integrity, emotional maturity, patience, adaptability, and self motivation are required. Energy, a good sense of humor, and a passion for the out-of-doors are a must. Essential eligibility requirements include the ability to hike at least 3 consecutive hours over moderate to difficult terrain and to lift at least 50 pounds and carry 10 yards without assistance. Being able to put the needs of the program/students first is crucial. Although individuality and diversity are celebrated, a professional appearance (woody professional, that is!) is important as well. All employees undergo a background check.

Arrangements:

\$1,100- \$1,150 per month plus housing. Meals are provided when groups are served. Positions run August 23rd, 2010 through May 15th, 2011 with possible summer 2011 employment. Shorter terms of employment may be available. Exceptional staff could have extended employment opportunities. Housing in single occupancy rooms. Amenities include a kitchen, living room, laundry, internet access in the office, and discounted long distance telephone rates.

PLEASE RETURN APPLICATION MATERIALS TO:

Camp Ondessonk
Attn: Rebecca Cler
3760 Ondessonk Road
Ozark, IL 62972

PLEASE DIRECT QUESTIONS TO:

Rebecca Cler
rebeccacler@ondessonk.com
(618) 695-2489 ext. 129

Camp Ondessonk –Job Description

Title: Seasonal Program Staff
Status: Limited Term –Seasonal
Department: Program
Reports to: Program Coordinator



Qualifications: Must be at least 18 years of age and have a high school diploma or GED. Bachelor's degree preferred. Previous experience in a camp setting, as well as a basic knowledge of outdoor education, is essential to the job. Knowledge of the experiential education process, environmental education programming, challenge course facilitation, and equestrian care and programming preferred. The ability to work independently, as well as part of a team, is essential. This position requires strong group facilitation, communication, and interpersonal skills, as well as a high degree of job flexibility. High levels of personal integrity, emotional maturity, patience, adaptability, and self motivation are required. Energy, a good sense of humor, and a passion for the out-of-doors are a must. Essential eligibility requirements include the ability to hike at least 3 consecutive hours over moderate to difficult terrain and to lift at least 50 pounds without assistance and carry 10 yards. Being able to put the needs of the program/students first is a must. Although individuality and diversity are celebrated, a professional appearance (woods professional, that is!) is important as well. All employees undergo a background check.

General Responsibilities:

Lead a wide variety of outdoor recreation programs including:

Initiative games; new games; team building and teams course activities; challenge course experiences (incorporating both low and high ropes elements); environmental education lessons, activities and programs; guided natural and cultural history interpretive hikes; orienteering activities; rock climbing (top rope) programming; climbing wall facilitation; and the teaching of various aspects of outdoor living skills.

Assist with general maintenance and upkeep of Camp facilities and equipment such as:

Prepare units prior to, and inspect after, group use; garbage collection; other projects as needed.

Assist with equestrian needs and programming by:

Feeding the herd on days when the Equestrian Director is off; general cleaning and maintenance needs of the barn and the pastures; assisting with equestrian programming by grooming, saddling, and leading horseback rides; other projects as needed.

Assist with office and clerical needs such as:

Stuffing envelopes for mailing; mailing various Camp literature; making copies; answering Camp telephones; data entry; other projects as needed.

Assist with summer camp promotion by:

Contacting various Catholic schools to schedule promotional visits; visiting schools to promote the Camp Ondessonk summer program; and following up on promotions by sending out thank you letters.

Assist in facilitating meals in Camp Ondessonk dining hall by:

Setting tables; leading meal time prayers; explaining the Camp 'Hopper' system; cleaning up the dining hall after meal times; washing dishes after evening meals; cleaning of the dining hall restrooms; other projects as needed.

Assist in the preparation of camp facilities for the summer season.

Other duties as assigned.



CAMP ONDESSONK
Program Staff Application
2010 – 2011 School Year

Name:	S.S. # _____ - _____ - _____
Permanent Address	Temporary / School Address
Email Address:	Home Phone: () _____ - _____
Cell Phone: () _____ - _____	Best Time of day to contact:
Bachelor's Degree: Y N	(if yes, describe degree):
Age (Circle one): 18 – 20 / 21 +	Gender: Male / Female

How did you hear about Camp Ondessonk? Please explain below.	Certifications / Advanced Training <small>(Please list current certifications with expiration dates. Trainings could include academic coursework, CHA trainings, first aid or wilderness medicine training, riflery / archery trainings, and other training / certification that might apply to working at Ondessonk)</small>

Have you ever worked at another camp or similar facility? YES / NO If so, what position(s) did you hold:



SEASONAL PROGRAM STAFF APPLICATION

This is your chance to share a bit about yourself... Please take a few minutes to provide thoughtful responses to the following questions. This will allow us to gain a better perspective in regards to what strengths you could bring to the Camp Ondessonk Seasonal Program Staff Position. While neatness, spelling, and punctuation are important, we are MOST interested in learning about the sort of person you are.

1) What experience do you bring to the table that you feel makes you a good fit for this position?

2) Does working at Ondessonk fit into your long-term goals? If so, how?

3) Please describe your skill set pertaining to: (give examples of experience utilizing these skills)

-Facilities Maintenance?

-Clerical assistance and office support?

-Group presentations, especially in regards to summer camp promotions?

-Horse care and equestrian programming?

-Environmental Education program facilitation?

-Challenge Course program facilitation?

-Climbing program facilitation?

-Life guard and / or watercraft program facilitation?

4) Describe your strategy to succeed in a job where you may work with a highly involved, ever-changing schedule, sometimes several days in a row without a day off?

5) There may be times when you are working on a maintenance project or leading a school group in an environmental education lesson by yourself. Describe your ability to be self-motivated and self-supervised.

6) In a typical day you may feed the horses, fix a broken water pipe, and lead a night -hike teaching kids about echo-location. Describe your ability to demonstrate this kind of job flexibility.

7) What personal attributes do you feel you have to offer to the participants you will work with as a member of the Camp Ondessonk Program Staff?

8) Describe your teaching style.

9) Please describe your 'people skills'

10) Give an example of a situation where conflict arose in your working environment, and how you resolved it.

11) How would your previous co-workers describe you?

12) How would your previous supervisors describe you?

13) Are you the sort of person that is constantly finding ways to improve? If so, what have you done to improve yourself during the last year or so?

14) Would you consider applying to work at Camp Ondessonk for the 2011 summer season?

15) *Tell us something interesting about yourself!*



SEASONAL PROGRAM STAFF APPLICATION

YOUR SKILL-SET and/or INTERESTS

You will find a list of camp related activities and tasks below. Please rate yourself using the following scale for each of the items listed.

1 = I've learned from experience that I **dislike** this

2 = I have **no experience** and **no interest**

3 = I have **some experience** and **some interest**

4 = I am **very interested** and would like to **learn more**

5 = I am **very good at this**. If necessary, I **could teach or lead** this

Riflery

Kitchen Duties

Hiking

Singing

Arts / Crafts

Backpacking

Challenge Course

First Aid

Science & Ecology

Archery

Swimming

Skits / Stage Performance

Canoeing Instruction

Clerical Tasks

Customer Service

Story Telling

Cash register operation

Horseback Riding

General Maintenance

Spiritual Development

Rock Climbing

Boating Instruction

Team Building

Overnight Group Camping

AGREEMENT TO RELEASE CONFIDENTIAL INFORMATION & LIABILITY WAIVER

PLEASE READ THE FOLLOWING INFORMATION AND INDICATE THAT YOU UNDERSTAND IT BY SIGNING.

I understand that the information I have provided on this application may be verified by contacting persons or organizations named in my application and reference forms, or by contacting persons or organizations that have information concerning me. I attest that all of the information in this application is true and correct to the best of my knowledge. I acknowledge that providing false information on this application may result in my immediate termination from Camp Ondessonk.

I hereby release and hold harmless from liability any person or organization that provides information concerning me. I also agree to hold harmless the Catholic Diocese of Belleville, its Department of Outdoor Ministry, Camp Ondessonk and its Board of Directors, and any officers, employees, and volunteers on account of injury, accident, and sickness to the above mentioned or his/her property in connection with any accident related to this camp.

Applicant Signature: _____ Date: _____

Printed name of applicant: _____

Applicants please note: Your application will not be considered complete until we receive all of your application materials **including 2 completed reference forms from individuals not related to you**. If skill-set, abilities, and references indicate that you are a strong candidate for employment at Ondessonk, you will be contacted by phone. We will be hiring 6 employees this programming season. Competition for these positions will be stiff. Regardless of whether or not you are hired, we appreciate that you are interested.

THANK YOU FOR YOUR TIME!

*Dear applicant,
Please take a few moments to review our Mission and Vision statements.*

CAMP ONDESSONK MISSION STATEMENT

The mission of Camp Ondessonk is to provide a safe environment that inspires physical, mental, emotional, and spiritual growth for all individuals and groups through the appreciation and stewardship of nature.

CAMP ONDESSONK VISION STATEMENT

The vision of Camp Ondessonk, a camp founded on the Catholic Faith, is to be the world's best youth camp. Inspired by positive role models, campers will experience the wonders of God's creation through adventurous, challenging activities in a unique, rustic environment.

You will find our Staff Code of Ethics on the following page. This is a good way of learning what would be expected of you if you were hired to work at Camp Ondessonk. Please review the statements before completing your application.

Thank you!

Camp Ondessonk's Staff Code of Ethics

Camp Ondessonk is committed to providing a safe, fun, educational and inclusive experience for all of our campers, staff, parents and alumni. With this in mind, we ask all staff members to act appropriately at all times while they are at Camp Ondessonk, participating in camp sponsored activities, or representing Camp Ondessonk in any way. Furthermore, it is expected that staff members behave in a mature and responsible way and respect the rights and dignity of others.

If you are hired and accept a position at Camp Ondessonk, you will begin a journey that will have a permanent and positive effect on your life. In doing this, you will commit to being a positive role model and mentor to our campers. It will be a lot of hard work, BUT the path you will have chosen will provide you with a better sense of community, self-value, work ethics, and commitment to others.

All staff member are expected to read, understand, and adhere to the following "Code of Ethics":

1. I will be a positive role model for youth. In doing so I will maintain an attitude of respect, loyalty, patience, courtesy, tact and maturity.
2. I will never abuse campers or fellow staff members, including:
 - Physical Abuse – Strike, Spank, Shake, Slap
 - Verbal Abuse – Humiliate, Degrade, Threaten, use Profanity
 - Sexual Abuse – including inappropriate touch, displays, acts
 - Mental Abuse – Hazing, Neglect, Manipulation, Teasing, Bullying**My job is to protect children at all times.**
3. I will conduct myself in a way that is congruent with the Catholic Church and the Catholic Diocese of Belleville.
4. I will never leave a camper unsupervised. Further, I will follow the "Rule of Three" at all times.
5. I understand that using, possessing, being under the influence, or distributing illegal drugs at camp is prohibited. Any actions within the "Sphere of Camp" must be legal and appropriate.
6. I will treat campers of all races, religions, cultures, and backgrounds with respect, dignity, and consideration.
7. I will use positive techniques of guidance, including redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement rather than competition, comparison or criticism. I will make expectations clear and avoid power struggles with campers
8. I must maintain a clean, neat, and 'woody-professional' appearance at all times.
9. I understand that many parents don't understand, appreciate or accept unusual piercings. Piercings must be appropriate and tasteful. Wearing jewelry that is "pierced" into the brow, lip, tongue, or navel is prohibited during work hours.
10. Inappropriate or offensive tattoos are prohibited.
11. I will not glorify or promote piercings and tattoos with campers.
12. I will refrain from the use of profane or abusive language and adult topics in the presence of campers.
13. I will treat with confidence and respect the personal information I learn from or about campers and staff, subject to the policies on reporting abuse and neglect.
14. I will immediately report any incident or accident to the appropriate administrator.
15. I will not bring or fashion any weapons at camp.
16. I understand that the experience a camper receives is dependent on many people at camp. Keeping this in mind, I will refuse any offers of gratuities or gifts from campers or their families.
17. I will comply and fully participate with the outlined activities and expectations of my defined jobs at camp.
18. I will respect the possessions and belongings of fellow staff and campers. I will respect the facilities and equipment of Camp Ondessonk. I understand that theft and destruction of property is prohibited.
19. I promise to obey all computer and internet policies.
20. I promise to understand and strive to meet the mission and objective of Camp Ondessonk.
21. I will show initiative, be responsible, and do things without being asked.
22. I will be innovative, try new activities, participate with enthusiasm, and sing as loud as I can.
23. I promise to support and aid staff when the time and need arises.
24. I promise to learn from my mistakes and do better the next time.
25. I promise to express dissent quietly, thoughtfully, respectfully, and never with campers.
26. I promise to make each camper feel special and to treat each camper with equal attention and care.
27. I will display humor and a positive attitude in response to stress and change.
28. I understand that I will be responsible for a diverse set of responsibilities. I will put as much into cleaning a shower house as leading a team's course.
29. I understand that I will get hot and uncomfortable, but I will continue to be positive, enthusiastic and energetic when I am tired, sweaty and dirty.



Camp Ondessonk #712

Agency: 3760 Ondessonk Road, Ozark, IL 62972
 Phone: 618-695-2489 FAX: 618-695-3593

Application for Employment

Note: Do *not* complete this form if applying for an educator's position in a Diocesan Catholic School (request a *Catholic Schools' Application*).
 This form is for all others applying for volunteer positions.

Last Name	First	Middle	Social Security No.	Date
Present Street Address	City	State	Zip	Daytime Phone
				Evening Phone
Permanent Address (if different from present address)				Cell Phone No.
				E-mail address
Have you ever been employed by a Diocesan location? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 years of age or older?
If yes, give details: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

I am interested in Volunteering: weekdays only, weekends only, both

Area(s) of Interest: coaching, religious education, youth ministry, other(s) _____

I am available mornings, afternoons, evenings Date available: _____

I am interested in volunteering opportunities: Full-time Part-time

Position(s) of interest: 1) _____, 2) _____, 3) _____

Date available for work _____

Education Background

Name and Location of School	# of Years/ Credit hrs. completed	Graduated	Minor/Major and Degree Received
High School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Postgraduate School		Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Training			

The Diocese of Belleville and Diocesan locations comply with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, religion, color, sex, national origin, marital status, age, unfavorable discharge from military service, arrest record or mental or physical disability unrelated to ability to perform the duties of a position. It is our policy to offer reasonable accommodations for the special needs of otherwise qualified individuals. Acceptance of this form does not constitute a contract of employment nor is it a commitment to the applicant.

EMPLOYMENT/VOLUNTEER ACTIVITIES

Please list all present and former employment and volunteer activities beginning with your present or most recent position first. Use additional pages if needed. Include all other names worked under if different than the name you used on the application.

Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		
Company/Organization Name		Phone ()
Address		Employed (month & year) From To
Title	Weekly Salary Starting Ending	Reason for Leaving
Duties		

References: Three references must be included. If you have resided in this area for less than 2 years please provide at least one reference from your previous area of residence.

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone No. () _____ - _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Complete the following if applicable: Typing Speed: _____ wpm Shorthand: _____ wpm
My knowledge of the following computer software rates as: 1= Advanced, 2=Average, 3=Beginner, 4= none

____ Microsoft Word ____ Excel ____ Access ____ Outlook ____ WordPerfect
____ Lotus 1-2-3 ____ dBase Other(s) _____

Important

PLEASE READ THE POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE ATTACHED TO THIS PACKET. THIS POLICY STATEMENT SHOULD BE KEPT WITH YOUR PERSONAL RECORDS

You must complete questions I, II, III, & IV *only if* the position(s) for which you are applying will involve substantial contact with children or other vulnerable individual, i.e. elderly, mentally or emotionally disabled, etc.

I. Has a civil or criminal complaint ever been filed against you that alleged *sexual misconduct* or *child abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)? ___ Yes ___ No

If yes, explain in full (attach a separate sheet of paper if necessary). Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

II. Do you presently serve, or have you served, as an employee or volunteer for any organization, entity or group in which you had substantial contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally disabled, etc.)? ___ Yes ___ No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse by you? ___ Yes ___ No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address, and telephone number.

IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation? ___ Yes ___ No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.



IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED

The information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact in this application may result in my dismissal. I grant permission to check my background and references and release the Diocesan schools, parishes, or agencies from any and all resultant liability.

Further, I grant permission to the Diocese of Belleville to release this application and attendant documents to the appropriate search committees and prospective employers within the Diocese of Belleville. I understand my signature absolves and releases the Diocese of Belleville, all parishes, schools and agencies from any and all liability for any and all legal action involving relinquishment of the information to others.

If employed, I will abide by the policies and procedures of the Diocese of Belleville Child Protection Policy. I also hereby acknowledge that I received, read, and understand the Diocese of Belleville Sexual Misconduct Policy and Code of Conduct Policy located in this packet. I agree to conduct myself in accordance with these policies. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Upon termination, I authorize the release of reference information by the employing schools.

I understand that if employed in a school I will have significant contact with children while performing my duties and am required to undergo criminal background checks before working with children.

I will be required to furnish proof of identity and eligibility to work in the U.S. once a conditional job offer has been made. I understand that, if hired, I will be subject to employment at-will.

Print Name: _____

Signature: _____

Date: _____



This section to be completed by Principal, Pastor, PLC, or Agency Director only.

The necessity of passing a background check for positions involving significant contact with children or other vulnerable persons while working or providing volunteer services has been explained to this applicant. Offers of employment or acceptance of volunteer services are contingent upon the applicant successfully completing the background check. References may be checked before extending an offer of employment or accepting an applicant's volunteer service. Completed applications are to be received without delay by the Director of Human Resources, Diocese of Belleville, 222 South Third Street, Belleville, IL 62220.

Signature- Tim Eiserle

Date

Camp Ondessonk #712
Name of Location

(618) 695-2489
(Area code) Telephone number

Camp Ondessonk
Location # **712**



POLICY STATEMENT OF THE DIOCESE OF BELLEVILLE

Diocesan clergy, religious personnel, lay employees and volunteers of the Diocese of Belleville, while performing services for the Church, shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines, and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Diocese.

Employees and/or volunteers must comply with all relevant state and federal laws, including:

- The Illinois Abused and Neglected Child Reporting Act.
- The laws prohibiting sexual harassment in the work place. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors, and all verbal, graphic, or physical conduct of a sexual nature.

Any employee or volunteer of the Diocese of Belleville who suspects an incident of any sexual misconduct by any diocesan clergy, religious personnel, lay employee, or volunteer must immediately report such incident to Msgr. James E. Margason, the Vicar General of the Diocese. The matter will be investigated and where appropriate, disciplinary action will be taken.

Do not assume that the diocese is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

CODE OF CONDUCT POLICY

As personnel (as defined in the Child Protection Policy), I certify and voluntarily agree to abide by the following code of conduct

- I will exhibit the highest Christian ethical standards and personal integrity
- I will conduct myself in a manner that is consistent with the discipline and teaching of the Catholic Church
- I will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- I will avoid taking unfair advantage of the counseling relationship.
- I will not physically, sexually, or emotionally abuse or neglect a child or adult.
- I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator.
- I will accept personal responsibility to protect children from all forms of abuse.

CFS 689
6/01

Camp Ondessonk
712

Illinois Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)

For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed childcare facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: _____ Gender (circle): Male Female Race: _____

SSN: _____

Current Address: _____
Street/ Apt #

City

State

Zip Code

List all addresses at which you have resided in the past five years:

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking System (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Mail this request to:
Department of Children and Family Services
406 E. Monroe – Station # 30
Springfield, IL 62701

Signed Date

Agency Name: Diocese of Belleville
Contact Person: Tina Kohrmann
Address: 222 South Third Street
Belleville, IL 62220



Background Screening Disclosure and Authorization

Please read this form carefully.

DISCLOSURE

I have been notified that the Diocese of Belleville may request background screening be conducted to verify any information that I have provided in connection with my employment of volunteer service or to obtain information in order to determine my suitability for employment, retention, reassignment, or volunteer services.

The Diocese of Belleville may request a consumer report and/or an investigative consumer report in connection with my application for employment or volunteer services or at any time during my employment or volunteer service in accordance with all applicable laws. These reports may include information about my background, including but not limited to criminal history reports, court records, driving records, employment information, credit reports, general reputation, personal characteristics, and mode of living.

AUTHORIZATION

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon Diocese of Belleville's request in conjunction with my application for employment, volunteer services, or during the course of my employment or volunteer service.

I have read this Background Screening Disclosure and Authorization; I understand it, and I agree to its terms.

Signature: _____

Date: _____

Print Name: _____



Background Screening Disclosure and Authorization (for those living in IL < 5 years)

Please read this form carefully.

DISCLOSURE

I have been notified that the Diocese of Belleville may request background screening be conducted to verify any information that I have provided in connection with my employment of volunteer service or to obtain information in order to determine my suitability for employment, retention, reassignment, or volunteer services.

The Diocese of Belleville may request a consumer report and/or an investigative consumer report in connection with my application for employment or volunteer services or at any time during my employment or volunteer service in accordance with all applicable laws. These reports may include information about my background, including but not limited to criminal history reports, court records, driving records, employment information, credit reports, general reputation, personal characteristics, and mode of living.

AUTHORIZATION

My signature below authorizes the procurement of a consumer report and/or investigative consumer report upon Diocese of Belleville's request in conjunction with my application for employment, volunteer services, or during the course of my employment or volunteer service.

I have read this Background Screening Disclosure and Authorization; I understand it, and I agree to its terms.

Signature: _____ Date: _____
Print Name: _____

Please provide the following information to be used to perform the background check. **PLEASE PRINT:**

First	Middle	Last
Street Address	City	State Zip
Social Security Number	Date of Birth	Gender
Driver's License State	Driver's License Number	
Former Name and/or Other Names Used:		

List previous addresses for the past 5 years (please use the backside if necessary):