

3835 FM 2342 Burnet, TX 78611 512-756-7540 Fax 512-756-6121 www.campbuckner.org

Dear Prospective Camp Buckner Intern:

Thank you for your interest in serving at Camp Buckner for summer 2010! In addition to this letter, you will find several documents necessary to complete and return to be considered for our internship program.

What is Camp Buckner?

Camp Buckner is an interdenominational, recreational, Christian retreat and conference center that offers services to churches, youth groups, businesses and other various ministries. We are located near Burnet, Texas, about 70 miles northwest of Austin. Camp Buckner strives to bring glory to God in all things and provide a Christ centered atmosphere for each one of our guests. Our summer camp program serves Church Youth Summer Camps who participate in traditional camp activities with a focus on Christian principles. This summer, we begin an exciting strategic ministry alliance with Young Life. The first five weeks of summer will be spent serving and hosting Young Life camps. The following six weeks of the summer will be spent serving summer youth camps from churches across Texas and local states.

Intern Positions

We expect our interns to glorify God by exemplifying love, servant-hood, leadership, maturity, reliability, and dedication in all that they do. It is necessary for Camp Buckner interns to meet the physical demands of the camp atmosphere. This includes heightened physical activity and stamina. In addition, interns are expected to model a lifestyle that demonstrates Biblical standards and principles.

INTERN JOB DESCRIPTION - The Camp Buckner Intern job description includes three elements: Building Character, Pursuing Christ and Transforming lives.

Building Character: As an intern you will serve as summer camp program staff for ministries and youth groups. From set up to tear down you will learn how to plan, facilitate, lead and serve through camp ministry. This role will include assisting housekeeping services, food services, and grounds keeping. You will also be responsible for facilitating various activities including ropes course, canoeing/kayaking, archery, and life-guarding at the pool and the blob.

<u>Pursuing Christ:</u> As an intern, you will be given the opportunity to press into your walk with Christ through structured discipleship, including weekly group discipleship times, honest accountability, and challenging service. Interns will also participate in local and statewide mission opportunities.

<u>Transforming lives:</u> As a Camp Buckner Intern, you will have the chance to play a significant role in the lives of campers and group leaders. Throughout each day's tasks, you will be blessed with opportunities to serve as Christ served with all who enter Camp Buckner. Also, as a Camp Buckner Intern you are a part of an international ministry and will have the unique opportunity to minister to atrisk children living in a Buckner foster home during our Buckner Children summer camp program.

We prefer our counselors to have some past experience with summer camp and/or a church youth group, or have a strong desire to learn. Camp Buckner Interns must be 18 years of age or older and must have completed at least one semester of college. Some exceptions can be made with prior approval.

Camp Activities

Camp Buckner interns have the opportunity to facilitate and assist in various different activities each week in accordance with their skills and experience. Such activities can be arranged to meet the educational objectives of their college program. We are looking for candidates who have interests in the following activities:

- Archery
- Canoeing/Kayaking
- Ropes Course Facilitation
- Horse Back Riding
- Pool/ Lifeguarding
- General Sports & Recreation

Camp Operation Dates

Camp operation begins May 20th, 2009 and concludes August 15th, 2010. Interns are expected to work as scheduled and must comply with company policies and procedures and all state and federal laws. Camp operation and Intern training dates are listed below.

Summer Camp Dates:

Certification/Staff Training......May 20- May 30 FULL SUMMER.....May 31-August 15

Certification/Staff Training: All counselors are required to attend a paid training prior to the opening day of camp. Certification/Staff Training (MANDATORY) is May 20- May 30, 2010.

During this week, Camp Buckner will pay for certification courses in lifeguard training, first aid and CPR, archery, and Ropes Challenge Course for interns that do not already hold certification in these areas.

Salary and Benefits

Camp Buckner provides its interns with a weekly stipend, with increases based on increased responsibility. Room and board are provided while you are at Camp. Laundry facilities are also available.

Thank you for prayerfully considering spending your summer serving with us! We look forward to receiving your application. Please contact us if you have further questions.

Be blessed!

Gina Rock Camp Buckner grock@buckner.org Jared Renshaw Camp Buckner <u>jrenshaw@buckner.org</u>



CAMP BUCKNER SUMMER INTERNSHIP PROGRAM

Thank you for your interest in the Camp Buckner Summer Internship Program. Please find the following documents attached to this cover letter:

Application (total 8 pages) Camp Buckner Questionnaire

Once all items are completed, please submit by mail, fax or email.

Camp Buckner 3835 FM 2342 Burnet, TX 78611

FAX 512.756.6121

Email: <u>irenshaw@buckner.org</u>

Date:

BUCKNER INTERNATIONAL

ITS SUBSIDIARIES & AFFILIATES (Buckner)

Application for Employment

Buckner is an equal opportunity employer. Qualified applicants for employment will be considered without regard to race, color, religion, sex, age, national origin, disability or Vietnam era status. Buckner prohibits harassment in the workplace. Buckner is a non-subscriber to Texas Workers' Compensation for Texas employees.

Name:				A	Are you at least 18 years of ag	je? □ Y	es 🗆 N	No
Other names under w	hich you have bee	en employed or attended	d school	E	-mail address			
Address:				(City	State		Zip Code
Phone Number:		Cell Phone Number		Social Se	curity Number:	Driver's Lice	nse Number:	
Position Applied For:		Date You Can Begin V	Work:	5	Salary Desired:	Are Y		Work Overtime?
Shift Preference	☐ Day	☐ Evening ☐	Night		Prefer Full time Part time	☐ Oc	casional	☐ Temporary
Have you worked for	this organization p	reviously? Yes	No	lf y	ves, give dates of employment			
Have you ever submi	tted an employmer	nt application to Buckne	r? 🗆	Yes 🗆	No If yes, when?			
Do you have any rela	tives employed wit	h Buckner? If yes, plea	se list					
What prompted you to	o apply for a position	on with us? (Ad, friend,	etc.)					
		onvicted of any criminal fense, date, location (ci			ninor traffic citations? position	☐ Yes	□ No	
Have you ever had a adjudication or pretria					ice, counseling or the completion ion on criminal offense, date, loca			a court (deferred
If yes, provide inform	mation on crimination on crimination on crimination of the crimination on crimination of crimination on crimination of crimin	al offense, current stat	tus and e	xpected da	court directed conditions for an ite of completion			
Education	Names/Location	n of Schools	Numbe	r of Years	Last Grade/Degree Complete	ed	Major Su	bjects
High School								
College								
Graduate School								
Other								
Do you hold a current	professional licen	se for the position for w	hich you a	are applyino	g? □ Yes □ No			
License		_ Issuing State / Organ	ization			Expira	tion Date	
Have you ever been dates, location and ci	denied a profession	nal license for the positi	on for whi	ich you are	applying by any governmental au	thority or org	anization? If	yes, please provide
Has your professiona circumstances	l license ever beer	suspended, restricted	or revoke	d? □	Yes 🗖 No If yes, provide i	nformation o	n action take	n, date and
			Co	omplete if a	oplicable			
Typing Skills	wpm	Computer Skills			ves, list software			
		•		•				
	·	hing which would be pe						

EMPLOYMENT HISTORY

List your most recent position first, use additional sheets if necessary. Explain any periods of unemployment or time periods between times employed.

Company Name				Dates of E	mployment
Address		City	From:	State	To:
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Telephone ()	Immediate Supervisor			y Rate or □ \$	• •
Position(s) Held		Reason(s) for Leaving	or Seeking O	ther Employmer	nt
Company Name		•	From:	Dates of E	mployment To:
Address		City	1 Ioin.	State	Zip
Telephone	Immediate Supervisor		☐ Hour	y Rate or 🗖	Salary per
Position(s) Held		Reason(s) for Leaving	l or Seeking O	\$ ther Employmer	nt
Company Name				Dates of E	mployment
Address		City	From:	State	To:
Telephone	Immediate Supervisor		□ Hoi	urly Rate or □	Salary per
Position(s) Held		Reason(s) for Leaving		\$	
			,		
Company Name			From:	Dates of E	mployment To:
Address		City	•	State	Zip
Telephone	Immediate Supervisor		☐ Hour	y Rate or □	Salary per
Position(s) Held	<u> </u>	Reason(s) for Leaving	or Seeking O	ther Employmer	nt
Have you ever been terminated or asked to resign by	any employer? Yes	☐ No If Yes, provide	employer, date	e and circumstar	nces
Applicant Verification					
I certify that all of the information on this application, exhincomplete or omitted information will result in the rejectiall information on this application, exhibits and resumes, I agree to provide additional information if requested by Einformation supplied above. I authorize any former employers on to give any information they may have concerning information of any kind or type. I hereby unconditionally information or opinions, Buckner and any informant continuous.	ion of my application or, i to contact companies an. Buckner or its agents. I an oyer, present employer, s g my employment, educat release from all liability fo	f hired, the termination of my d institutions listed to obtain uthorize Buckiner to conduct a chool, college, university, cre ion, certification, licenses, ch or any damage, whether caus	employment. I references and any investigation dit or finance baracter, crimina	authorize Buckn to investigate my in it deems neces ureau, personal r al record, driving	er and its agents to confirm y suitability for employment. ssary with respect to reference and/or any other record, credit or other
Buckner is required to and will conduct a criminal record criminal offenses.	check under law. I under	stand that I will be ineligible f	for employment	with Buckner if I	I have committed certain
I understand that, if employed, I will be required to follow may lead to my discharge. I also understand that Buckne national origin, physical or mental condition/disability, ve misleading information given in this information sheet or	er follows employment-at- teran status, or any other	will practices, and does not d legally protected status. In t	iscriminate in e	employment base	ed upon age, race, color, sex,
I understand that this employment application is not an o that if hired, I may resign or be terminated by Buckner at indefinite time period and that I have not been guaranteed authority to promise or guarantee continuing employmen	any time without advance d continued employment.	notice or requirement of cau	se. I acknowle	dge that any emp	loyment will be for an
I acknowledge that I have read and understand the inform	nation set forth above.				
Signature			Date		

LIST OF REFERENCES

Please list a minimum of three professional and/or personal references.

Name					How long ha	ve you known	this per	son?
					From:		To:	
Address		City				State		Zip
Telephone	Alt. Telephone				Best Tim	e to Contact		
E-mail Address	1				U.	П г		
			□ Р	rofessional		☐ Per	sonal	
Name					How long ha	ve you known	this pers	son?
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E-mail Address	1		ПР	rofossional		☐ Per	raanal	
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Name					How long ha	ve you known	this pers	son?
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Telephone ()	Alt. Telephone	ı			Best Tim	e to Contact		1
E-mail Address			□ Р	rofessional	•	☐ Per	rsonal	
Name						ve you known		son?
Address		City			From:	State	То:	Zip
Telephone	Alt. Telephone				Best Tim	e to Contact		
E-mail Address								
			□ Р	rofessional		☐ Per	rsonal	
I am an applicant for employment at Bu orally and in writing is accurate and con information and to secure necessary in information providers and Buckner and or receiving information about my employment that this information is confidential and Buckner policy and state law. I, therefore, authorize Buckner and any	mplete. I authoriz formation from a any agent acting loyment history, o that disclosure o	ze Bu II my g on i chara of this	referentists belacter, information	and any a ences. I relenalf from ar academic of mation to n	gent acting ease withony and all I credentials ne and to o	on its behout reservationality arision or qualifications will be	nalf to tion al ing fro ations be gov	confirm this I of those om their giving I understand rerned by
Signature	Date			Printed Na	ame			

BUCKNER

Fair Credit Reporting Act Disclosure of Information

Buckner International and its affiliated and subsidiary corporations (Buckner), when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant from employment or as an employee of Buckner, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing "consumer reports" to others, such as, Buckner.

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes. For Buckner purposes, a consumer report will include information from law enforcement agencies, state agencies and public records information, such as felony, misdemeanor and sex offender criminal records.

If Buckner obtains a "consumer report" about you, and if Buckner considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be notified before the decision is finalized and you will be provided with the name of the agency or agencies within the time allowed. You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

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I am a applicant for employment at Buckner. As such, I certify that the information I have provided to Buckner both orally and in writing is accurate and complete. I authorize Buckner and any agent acting on its behalf to confirm this information and to secure necessary information from all my employers, references, credit bureaus and academic institutions. As part of this inquiry, my complete police and driving record will be reviewed and civil litigation records checked. I release without reservation all of those information providers, including law enforcement agencies, state agencies, state repositories, city, state and federal court or information service bureaus, and Buckner and any agent acting on its behalf from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications (except liability arising under the Fair Credit Reporting Act). I understand that this information is confidential and that disclosure of this information to me and to others will be governed by Buckner policy and state law.

I also understand that I have rights under the Fair Credit Reporting Act, which has been provided to me by Buckner. This authorization will remain in effect throughout the term of employment. Any false or misleading statements I have made will be sufficient cause for rejection of my application or for dismissal if Buckner employs me. I have read and understand the preceding statement.

Signature	Date	Printed Name
- 3		
14."	<u> </u>	D: (1)
Witness Signature	Date	Printed Name

Buckner Pre-Hire Criminal Conviction and Motor Vehicle Background Investigation Policy

Buckner desires to provide a safe environment for all employees and clients at each of our locations. To help us achieve this goal and comply with state and federal laws as well as regulatory and licensing requirements, our policy requires that we conduct a background investigation on all job candidates to determine their eligibility for an offer of employment. All candidates for employment, prior to conducting the investigation, must complete the form entitled Criminal Conviction and Motor Vehicle Background Investigation Acknowledgment.

It is our policy to hire or continue to offer employment to persons who have never pled guilty to, been convicted of, or received probation, community service or completed other conditions set by a court, such as deferred adjudication or pretrial diversion, for any criminal offense, other than minor traffic citations including, but not limited to criminal homicide; kidnapping and false imprisonment; indecency with a child; prostitution; sexual assault; aggravated assault; abandoning and endangering a child; aiding suicide; agreement to abduct from custody; sale or purchase of a child; arson; robbery; aggravated robbery; injury to a person; possession of illegal substance; fraud; theft; or other action which violates state or federal guidelines for any agency, organization, or other entity owned or operated by the Company. Applicants guilty of other convictions which the Company believes to be a risk to our clients' or employees' safety or welfare will be considered unemployable.

Persons convicted of driving while under the influence of alcohol within the past five (5) years will be considered unemployable. Persons with motor vehicle records that indicate three (3) or more moving violations within the past three (3) years are not considered employable if their job requires them to transport clients or drive Company owned or operated vehicles. Jobholders required to drive on behalf of the Company must be at least age 21.

Criminal and motor vehicle records will be investigated on all employees once every 12 months. Any time the Company learns that an employee is no longer in compliance with this policy, an investigation will occur immediately. In the event the investigation confirms that the employee is not in compliance with Company policy or state and federal regulatory guidelines and laws, that employee will be terminated immediately. All employees are required to notify their supervisor immediately, should any of the above stated events occur regarding themselves or another employee of the Company. The Company reserves the right to conduct an investigation at any time for reasonable cause.

Only employees authorized by Company management may conduct a criminal history check. Employees are prohibited from requesting a criminal history check on anyone who is not an employee or an applicant for employment.

Compliance with the Buckner Background Investigation Policy is a condition of employment. Failure or refusal by an employee or applicant to cooperate fully, sign any required document, submit to any background check, or other such failure to comply with any provision of this policy will be grounds for immediate termination of employment or disqualification from employment eligibility.

Information obtained as a result of a background investigation will remain confidential and will be kept in a secured file drawer separate from other employment records.

Pre-Hire Criminal Conviction and Motor Vehicle Background Investigation ACKNOWI FDGMENT

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any questions which I may have had have requirements and hereby agree that should brocedures for conducting a criminal convict the information provided by me which may be the information provided by the	ad the Background Investigation policy as presented to me, and been answered. I, therefore, fully understand its meaning and I will comply with it at all times. I agree to cooperate with the ction and motor vehicle background investigation. I affirm that all ay be used in complying with the investigation is true and correct eals information that would bar employment, if hired, my
employment will terminate infinediately.	☐ I AM AT LEAST 18 YEARS OF AGE
Applicant Signature	Date Date

BUCKNER PRE-HIRE SUBSTANCE ABUSE & DRUG TESTING POLICY

Buckner is committed to maintaining a safe, healthy, productive and lawful work environment. We believe our employees have the right to work in an alcohol-free and drug-free environment as well as work with others who are free from the effects of alcohol and illegal drugs. The use of illegal drugs and/or controlled substances increase the potential for, among other things, on-the-job injuries, absenteeism, unsatisfactory work performance, poor morale and damage to Buckner's reputation. The use, possession or distribution of illegal drugs and/or controlled substances is strictly prohibited on any Company premise, in any Company facility and in any work situation involving the Company, its employees, clients and/or suppliers.

Applicants and employees are required to complete the drug testing process within 24-hours of receipt of notification from a Buckner representative. If any Applicant fails to complete the drug testing process within 24-hours of receipt of notification from a Buckner representative, that Applicant will no longer be eligible for employment with Buckner.

All final candidates for jobs must submit to a drug test for the urinary presence of the drugs of abuse and alcohol prior to being considered for employment with Buckner. No candidate may be considered for employment until drug test results are received. Positive test results will be sent to Medical Review where a Medical Review Officer will confirm a positive or negative test after following medical review procedures and contacting the donor. If a positive test result is confirmed, the candidate will not be eligible for employment with Buckner, and if the candidate was hired on a contingent offer letter, the employment will end for violation of Buckner's substance abuse and testing policy.

More specifically, the test confirmation will occur as follows: in all cases, a test positive will be verified by a second confirmation test from the same specimen. All positive test results will be further analyzed by a third party, licensed physician referred to as a Medical Review Officer (MRO). MRO will contact the donor to determine if there are valid prescriptions or other factors to be considered before rendering a confirmed result. The MRO will inform the donor of the result that will be reported; therefore, Buckner will provide no further explanation to the individual upon request.

Any such test results or follow-up, as well as other health records and information, are confidential and shared only with those persons within the Company who have a legitimate need to know. All specimen collection and processing techniques will be consistent with Buckner's rules governing forensic tests.

A job applicant or candidate who refuses to consent to a drug and/or alcohol test will be denied employment with Buckner.

No applicant for employment will be labeled a "drug user", and there will be no disclosure of such information to a third party who does not have a need to know about test results or subsequent actions. All investigations and test results of individuals will be kept confidential except that there may be instances when Buckner will be required to notify legal or regulatory authorities.

Pre-Hire Substance Abuse and Drug Testing Policy ACKNOWLEDGMENT

	ACKNOWLEDGMENT
me and any questions which I may have	e read the Substance Abuse and Drug Testing Policy as presented to e had have been answered. I, therefore, fully understand its meaning comply with it at all times during the interview process, and should I ag my employment.
	☐ I AM AT LEAST 18 YEARS OF AGE
Applicant Signature	 Date

BUCKNER

Applicant for Employment RELEASE OF EMPLOYMENT RECORDS

Signature	Date	Printed Name	
required as a condition of employment-at-will. The lengt	ployment. Nothing in this h of employee's employ	n for employment. The signature of employ policy is intended to alter the Company's ment at Buckner is for no specified period to the employee at any time for any reason	position of of time and
employment records including Drug Testing results to a Wor	g Criminal Conviction and kforce Commission, Equ which I have made clain	to release any and all pre-employment or I Motor Vehicle Background Investigations al Employment Opportunity Commission, In for benefits of any kind or made any type	s, and my Wage and
Printed Name of Witness			
Witness Signature		Date	
Printed Name of Applican	nt		
Applicant Signature		Date	
which may be required for employers and current en and any other pertinent in and I release all parties frof said information. I und	r a reference check. nployer to give any a nformation which said rom all liabilities for a erstand and agree the may be terminated a	nt and past employers, wherever loog of further authorize all of my previous and all information concerning my employers may have, personal or control of the control of th	s nployment otherwise, furnishing o definite
		ent with said Company, and authorized and past amployers, wherever love	

BUCKNER

Applicant Self-Identification Form

Completion of this form is voluntary.

Buckner is an Equal Opportunity Employer. We are a company that values diversity. As required by law, Buckner attempt to collect information from its applicants as required by the EEOC in order to record certain information as part of the Affirmative Action Program. Results will be used for research and statistical purposes only regarding Affirmative Action and the EEOC. All results will be kept confidential. The information you provide or refusal to provide this information will have no impact on your application and will not subject you to any adverse treatment. Your cooperation in completing this form accurately and completely will be appreciated. This form is not retained in any employee file.

Mama

Applicant Signature

Taday'a Data

Maille	Today's Date
Applying For	Facility/Location
Referral Source	
	(i.e., recruiter, newspaper, advertisement, employee, other)
1. GENDER:	Male □ Female
2. PLEASE MARK	(ONE OF THE FOLLOWING CATEGORIES (Defined by governmental terms):
	n American (not Hispanic or Latino) igins in any of the Black racial groups of Africa.
☐ Hispanic or Lat A person of Mexica	ino n, Puerto Rican, Cuban, Central or South American, or other Spanish culture regardless of race.
	anic or Latino) igins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, ple, China, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand,
	n or Other Pacific Islander (not Hispanic or Latino) igins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
☐ American India	n and Alaskan Native (not Hispanic or Latino)
	igins in any of the original peoples of North and South America (including Central America), and affiliation or community recognition. Meets Bureau of Indian Affairs definition standards.
☐ White (not Hisp A person having ori	anic or Latino) igins in any of the original peoples of Europe, North Africa, or the Middle East.
	aces (Not Hispanic or Latino) entify with more than one of the above five races.
3. PLEASE CHEC	CK IF APPLICABLE:
□ I DO NOT WISH	TO SELF-IDENTIFY

Date

Questionnaire

What motive experien	vated you to apply for the Camp Buckner Intern Program and what do you hope to gain from the ace?
	ou feel are the most important functions of a summer camp and how would you be able to te to these functions?
Briefly sha	re your testimony of when you accepted Jesus Christ.
	eribe your experiences with any Christian work you are or have been involved in (i.e. church, Life, Campus Crusade, F.C.A, etc.).
	camp is hard work physically, emotionally, and spiritually. What is the hardest thing you have empted and how did it turn out?
/hat does	serving others mean to you?
	(Use reverse side if necessary)