

Camp Ponderosa Ranch  
TSA Youth Dept./Camp Office  
PO Box 52177  
Phoenix, AZ 85072  
602.267.4176

**Camp Ponderosa Ranch**  
Christian Camp & Conference Center  
*a ministry of The Salvation Army Southwest Division*

You recently requested application materials from Camp Ponderosa Ranch to be a part of our Summer Ministry Team. We are in the process of hiring our team for the summer of 2018 and would like to present you with the possibility of joining us for an exciting summer of ministry. We will be delighted to review your application should you decide to apply.

We depend upon our staff to create the appropriate atmosphere for campers to come into relationship with Jesus. The seven-week summer experience is intense, and as such, our goal is to hire a summer ministry team that desires to model the highest principles of Christian living. We are glad that you desire to be part of the summer ministry that happens at our location.

There are **three** components to submitting an application to be a part of our Summer Ministry Team. **First**, you must complete the application. In most cases, this is our initial point of contact with you. Therefore, it is crucial that you make every attempt to clearly introduce yourself to us. This is especially important for the essay questions, as they help us determine where you may best fit into the summer ministry.

**Second**, you must distribute the reference forms. When all is done, you should have three references on file (a reference from your pastor and two personal references). It is a good idea to include a stamped envelope addressed to Camp Ponderosa Ranch. This will encourage a prompt response from your references. Also, be sure to include accurate information about your references on your application.

**Lastly**, you must complete an interview. The interview is our opportunity to get to know you a little bit better. It is very relaxed and conversational, and typically lasts twenty minutes. If you are more than 100 miles from Camp Ponderosa Ranch or DHQ in Phoenix, a Skype interview may be arranged.

**STEPS TO COMPLETE THE APPLICATION PROCESS**

	Complete and submit the application
	Distribute <b>one</b> pastoral reference form
	Distribute <b>two</b> personal reference forms
	Call (602) 267-4176 to set up an interview

All materials should be mailed, faxed, or scanned to the following address:

**Camp Ponderosa Ranch**  
**TSA Youth Dept./Camp Office**  
**PO Box 52177**  
**Phoenix, AZ 85072**

**Email Scan to:** [Cynthia.Cordero@usw.salvationarmy.org](mailto:Cynthia.Cordero@usw.salvationarmy.org)  
**Fax:** 602.267.4298

Notification of job offers will be made by May 1, 2018 or before. We look forward to meeting with you, and pray that God would use you this summer wherever you may end up.

Sincerely,

Summer Ministry Team Personnel Committee

# CAMP PONDEROSA RANCH

A Ministry of The Salvation Army Southwest Division

## Employment Application

**RETURN TO:** Summer Staff, TSA Youth Dept./Camp Office, PO Box 52177 Phoenix, AZ 85072  
Voice: 602.267.4176 Fax: 602.267.4298

*It is the desire of Camp Ponderosa Ranch that all staff members share the Good News of Jesus Christ, and that we demonstrate God's standard for Christian life and living with each person we encounter. We consider all persons to be ministers of Christ in every aspect of their work and personal lives. Before you begin the application process, please examine your heart, and then, if you feel willing to uphold the high standard to which Jesus Christ calls all people, please continue.*

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ M-D-Y  
Last First M

Home Address: \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Street/Box City/State/ZIP

College Address: \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Street/Box City/State/ZIP

Email Address: \_\_\_\_\_ Social Security #: \_\_\_\_\_

### DESIRED POSITION: (see position descriptions)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**DATES AVAILABLE:** \_\_\_\_\_ to \_\_\_\_\_  
Beginning Date Ending Date

If you are not available from June 11- July 29, please list dates you are unavailable and explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CAMP & MINISTRY EXPERIENCE:** (please describe in detail) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AWARDS & CERTIFICATIONS:** (please note expiration dates) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC SKILLS YOU CAN TEACH:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ESSAY QUESTIONS** (Please answer ALL questions thoroughly on a separate piece of paper.)

*If you are a FIRST YEAR APPLICANT, answer these questions:*

1. Describe your involvement with your home church.
2. What role does Jesus play in your life?
3. From your perspective, what is the Bible?
4. What is a Christian? Are you one? How did you become a Christian?
5. What is the purpose of a Christian camp?
6. Is such a purpose important to you and to your life? Why or why not?
7. What do you hope to gain personally by serving at a CPR this summer?

*If you are a PAST STAFF MEMBER, answer these questions:*

1. How has your experience at camp last summer affected your life this past year?
2. What was the biggest lesson that you learned at camp last summer?
3. What could camp do to ensure your spiritual growth while at camp?
4. What do you hope to gain personally by serving at a CPR this summer?

**REFERENCES:** (Providing a stamped and pre-addressed envelope will help encourage a quick response from your references. You will not be considered for a position until we have received all four references. Personal references should be from an adult that knows you well (i.e., an adult at church, an employer, a school teacher or professor).

*Pastoral*

Name: \_\_\_\_\_ Church Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Personal #1*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Personal #2*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

**LEGAL QUESTIONS (very important, read carefully!)**

Have you ever been accused of, convicted of, or discharged for ANY physical or sexual abuse activity?

- Yes** (please describe on another sheet of paper)  
 **No**

Have you ever been charged with or convicted of a crime?

- Yes** (please describe on another sheet of paper)  
 **No**

The State of Arizona requires Camp Ponderosa Ranch to perform a Criminal Background check on all employees 18 years of age and older. By submitting this application, I acknowledge this responsibility and give permission for camp to check with the Arizona Criminal History Systems Board to verify my statements.

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

**APPLICANT'S STATEMENT**

I understand that false or misleading information given in my application or interview(s) may disqualify me from being employed by either Camp Ponderosa Ranch.

I understand that, if I am offered a position, it will be offered on condition that my employment shall be at will. I understand and agree that my employment may be terminated by Camp Ponderosa Ranch at any time, with or without cause and with or without notice, at the option of Camp Ponderosa Ranch or myself. I understand that by applying I am not committing myself to a staff position. If accepted for a staff position, I will then have the opportunity to decline or accept employment.

I understand that Camp Ponderosa Ranch does not allow any of its employees, either on or off the grounds, to be involved with smoking, drinking alcoholic beverages, using illegal drugs, or sexual misconduct. I promise to do my utmost to uphold the high standards, morals, and values of the Christian life in my work and personal life.

In the event of my employment by Camp Ponderosa Ranch, I understand that I am required to abide by all rules and regulations developed by the personnel committee, as stated in the Staff Manual, and that failure to do so may result in my release.

Should Camp Ponderosa Ranch employ me, I understand that my employment will encompass the entire summer session (June 11, through July 29, 2018/Program Staff June 5-July 29, 2018).

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

# CAMP PONDEROSA RANCH

A Ministry of The Salvation Army Southwest Division

## Pastoral Reference

**RETURN TO:** Staff Reference, TSA Youth Dept./Camp Office, PO Box 52177 Phoenix, AZ 85072  
Voice: 602.267.4176 Fax: 602.267.4298

### PART ONE: To be completed by the applicant

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Last First M

DESIRED POSITION:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### PART TWO: To be completed by the reference:

Dear Reference,

The person above has submitted an application to the Summer Personnel Committee for a position on the Summer Ministry Team of Camp Ponderosa Ranch. In order for the committee to know this person better, we would appreciate your *honest and candid* comments. Your insight, particularly in Christian life, is very valuable to us; and your time will help us evaluate the applicant. All references are held in confidence. PLEASE WRITE CLEARLY! Thank you.

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Last First M

CHURCH NAME/ ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

2. Please comment on the applicant's ability to get along with others? \_\_\_\_\_

3. Would you feel comfortable if your own child were placed under the direct charge, influence and care of this person? **YES NO**  
If no, please explain. \_\_\_\_\_

4. Are there any traits or tendencies that you feel might reduce the effectiveness of the applicant in this position? \_\_\_\_\_

5. Please comment on this person's Christian life (i.e., maturity, experience, lifestyle, and church attendance). \_\_\_\_\_

6. Does the applicant have any outstanding abilities (i.e., administrative, teaching, speaking, musical, athletic, etc.)? \_\_\_\_\_

7. To your knowledge, has the applicant ever used narcotics or drugs not prescribed by a physician? **YES NO**  
If yes, please explain. \_\_\_\_\_

8. Additional Comments. \_\_\_\_\_

Please check appropriate boxes:

<b>ATTITUDE</b>	Not Known	Poor	Below Average	Average	Above Average	Excellent
Teachability						
Adaptability						
Punctuality						
Conscientiousness						
Integrity						
How does the applicant respond to authority?						

<b>SPIRITUAL</b>	Not Known	Poor	Below Average	Average	Above Average	Excellent
Spiritual Maturity						
Knowledge of the Bible						
Fruitful witness for Christ						
Consistency of Testimony						
Apparent desire for Christian Growth						
To your knowledge, is the applicant involved in Christian related activities?						

<b>MATURITY</b>	Not Known	Poor	Below Average	Average	Above Average	Excellent
Well-rounded interests						
Common sense and judgment						
Social poise						
Tactfulness						
Outgoing personality						
Please circle the phrase that best describes the applicant.						
Shy and withdrawn   Reserved   Outgoing   Extrovert   Average						

<b>PERSONALITY</b>	Not Known	Apparent to a serious degree	Often Apparent	Sometimes Apparent	Rarely Apparent	Never Apparent
Irritability						
Discouragement						
Anxiety, worry						
Moodiness						
Depression						
Argumentativeness						
Inclination toward exclusive and absorbing friendships (i.e., crushes)						
Domineering manner						

On occasion, it has been helpful to contact the pastor of a particular staff person. These instances may involve spiritual life decisions, experiences, or life-related matters. Are you able/willing to be this contact? **YES**   **NO**

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

# CAMP PONDEROSA RANCH

A Ministry of The Salvation Army Southwest Division

## Personal Reference

**RETURN TO:** Staff Reference, TSA Youth Dept./Camp Office, PO Box 52177 Phoenix, AZ 85072  
Voice: 602.267.4176 Fax: 602.267.4298

### PART ONE: To be completed by the applicant

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
Last First M

DESIRED POSITION:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### PART TWO: To be completed by the reference:

Dear Reference,

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Last First M

ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

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If no, please explain. \_\_\_\_\_

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Tactfulness						
Outgoing personality						
Please circle the phrase that best describes the applicant.						
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Discouragement						
Anxiety, worry						
Moodiness						
Depression						
Argumentativeness						
Inclination toward exclusive and absorbing friendships (i.e., crushes)						
Domineering manner						

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

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ADDRESS: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

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Domineering manner						

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

# ESSAY QUESTIONS

