

| STAFF BOOKING FORM | | | | | | | | | | | For office use only | |
|---|----|-----------------------------|------|---|---|---|---|---|---|---|---------------------|-------------|
| Application form for voluntary worker with children and young people at the ELIM Isle of Wight Youth Camp - July 30 th – 5th August 2017 | | | | | | | | | | | Date Received | Booking No. |
| 1. Personal Details <i>(Complete entire form in full using Block Capitals)</i> | | | | | | | | | | | | |
| Title | Mr | Mrs | Miss | Other | Surname | | | | | | | |
| Christian Name(s) | | | | | Date of Birth | D | D | M | M | Y | Y | Y |
| Maiden name(s) or Former name(s) (if any) | | | | | | | | | | | | |
| Address | | | | | Postcode | | | | | | | |
| | | | | | How long have you lived at this address | | | | | | | |
| If at the current address for less than 3 years give full address(es) for the previous 3 years and show how long for each address | | | | | | | | | | | | |
| <i>Use additional sheets if required</i> | | | | | | | | | | | | |
| Contact Tel No. | | | | | e-mail address | | | | | | | |
| I will be using own tent | | I will require a camp tent. | | I am a First Aider who would be available for this role at Camp ? | | | | | | | | |
| Any special dietary requirements ? (Vegetarian/Gluten free etc.) | | | | | | | | | | | | |
| 2. Camp Jobs | | | | | | | | | | | | |
| Each job is a personal ministry and a vital part of the running of the camp. It is a requirement that each person fulfils their personal ministry for which they have agreed to come to camp. BEFORE making or accepting any arrangement for any activity outside of your job's description, you must gain the permission of your team leader and/ notify the Duty Officer at camp. | | | | | | | | | | | | |
| Please note following new guidance from Elim, it is not necessary for all staff to need to have a DBS/CRB. | | | | | | | | | | | | |
| Please mark below the jobs you wish to undertake at camp in order of preference i.e. 1, 2, 3 etc | | | | | | | | | | | | |
| Jobs that DO NOT require a CRB/DBS | | | | | | | | | | | | |
| CAMP SHOP: running the camp shop which will be open at certain times during the day | | | | | | | | | | | | |
| CHIP SHOP: preparing, serving and clearing away the chip shop and hot drinks after the evening meetings | | | | | | | | | | | | |
| EQUIPMENT: looking after the general maintenance of the camp site, marquees and hired tents during the week. Duties include adjusting the tents according to weather conditions, ensuring the collection of litter and disposal of refuse, maintaining surveillance on the site, issuing and repairing equipment, cleaning of shower and toilet blocks etc. | | | | | | | | | | | | |
| KITCHEN: A function comprising the most staff all working under the Catering Manager on a rota basis. Tasks include <ul style="list-style-type: none"> • Cooking - preparing, serving and cleaning up the breakfast, mid day and evening meals • Marquee - responsible for ensuring that tables are laid correctly, clearing up after meals, serving drinks etc. • Washing Up - responsible for washing up cooking utensils and related cutlery and crockery in the kitchen. | | | | | | | | | | | | |
| Jobs that DO require a CRB/DBS | | | | | | | | | | | | |
| CARE OF STAFF CHILDREN: looking after children aged between 3 and 9 years. We need staff with energy and imagination | | | | | | | | | | | | |
| NIGHT WATCH: A team of at least two responsible for surveillance and security of the campsite and the maintenance of tents at night | | | | | | | | | | | | |
| NURSE: A specialist role responsible for holding surgery after each meal for regular medication, minor ailments and injuries , otherwise on a rota system for emergencies. Duty Nurse also assists in daily Tent Inspections for neatness | | | | | | | | | | | | |
| TENT OFFICER: Works in conjunction with the Junior Ministry Team Leader for the junior campers acting as holiday "Mums and Dads" responsible for 5 – 6 children aged between 9 and 13 years. | | | | | | | | | | | | |
| Suitability for this role will require your Minister's recommendation accompanying this form and a member of the Ministry team will make the final decision whether you are considered suitable to be a TO | | | | | | | | | | | | |

CRIMINAL RECORDS BUREAU/ DISCLOSURE AND BARRING SERVICE DISCLOSURE

If you have selected any of the jobs above that require a CRB DBS Certificate please bring it with you to Camp. If this is not produced you will be allocated to another job where a CRB/DBS is not required

3. Fees *(complete all fields that apply)*

| | |
|--|------|
| Staff Fee | £ 85 |
| Camp Tent Costs @ £20 if using camp provided accommodation | £ |
| I attach Full payment of | £ |

(Please make cheques payable to ELIM CHURCH IoW CAMP)

4. Signing

I acknowledge that the information given in this booking form is sensitive personal data under the Data Protection Act 1998 and by completing and submitting this form I am duly authorizing the organizers to hold such sensitive personal material securely under that Act.
I also agree to abide by the Camp Rules

Name Signed Date. / / 2017

5. Post me

Once completed return signed and referenced booking form together with full payment to:-

**Unbound Staff Bookings,
c/o 51 Ridge Street,
Watford
WD24 6BL**

If you have any queries please contact Glen on 07796304569
or email him at glen.whiteside@yahoo.co.uk

CAMP RULES for Staff

1. All jobs must be undertaken in accordance with the rota agreed amongst teams at the start of camp
2. You do not need to ask permission to go off camp but please let another staff member know if you are doing so. If you have staff children under your control please sign them out if you take them off site. If you are leaving them on site when you leave please do not assume they will be looked after in your absence, rather inform another staff member and arrange suitable cover in your absence
3. The Care of Staff Children facility must only be used when you are on your allocated job duty, it is not a creche to be used at other times. If you have any children under Junior age they are your responsibility when you are not working
4. Although some staff and campers may be close in age and staff may have been campers as recently as last year staff are not to enter into girls or boys tents or toilet shower blocks unless on a job duty or sent there by a member of the Exec. A recreation area is available throughout the day for groups to meet.
5. No smoking and no drinking of alcohol on site or at any camp activity for the duration of the holiday. All pubs and clubs are out of bounds. A smoking area will be made available outside the main entrance gate
6. All camp attendees are to take the recognized paths to the beach. Please do not attempt to climb Culver Cliff or to walk around it by the beach.
7. Camp provided Tents and equipment are to be treated with care and respect at all times, any faults should be reported to the equipment officer as soon as possible. You will be asked to pay for any damage caused to camp tents, equipment or buildings etc by negligence or willful intent
8. Campers will be in their tents by 11:00pm (unless there is an organized late night activity) as such staff are asked to be considerate and keep noise down after this time
9. Radios/MP3 Players/i-pods etc. are not to be played between the hours of 10:30pm – 8:00 am, nor to the annoyance of others at any time
10. If you stay up in the marquee or kitchen and socialize after the Chip Shop has cleared up, please ensure that all cups etc are washed and cleared away.
11. All knives and anything considered by the Camp Director as a weapon or a danger to others are to be handed into the office on arrival and will be held for the duration of your stay at camp. Violence or the threat of violence to other Staff, staff children or Campers will not be tolerated and will result in the offender(s) being sent home and banned from attending future camps.
12. Please notify the nurse of any illnesses or diagnosed conditions that you have or of any prescribed medications you are taking on arrival at camp. The nurses are professionals and will maintain discretion at all times
13. No pets, fires or kites are permitted on site. The farmer enforces this rule strictly.