



Camp LEAD Application & Hiring Training

Please fill out the top of this sheet. Make sure you write legibly. Read the following instructions carefully, then fill out the checklist as you work through this packet. This packet is part of your Camp LEAD training – even if you don't get selected, you will receive a certificate for your employment portfolio if you finish this entire process.

NAME	Preferred Week	Date of birth
Transition Specialist	VR case #	VR HQ <i>(city)</i>

Dear Camper, family members, and Transition Specialists,

Welcome to the Camp LEAD application/hiring process. We know that this can be a challenging process, so this packet will guide you through it, explaining the function of every single document to help you understand why we are asking you to fill it out. Please be sure to fill out every form **completely, accurately, and legibly**. Mistakes, missing information, and/or illegible handwriting will delay your acceptance.

Why do we ask you to submit ALL of this material so early in the year (as opposed to after you have been officially selected)? First of all, completing this process early gives us extra time to collect anything that might be missing. The timing of this process is also necessitated by the summer staff workload. Lastly, it allows us to move through the waiting list very quickly, which is a huge advantage for participants. **All documents are kept in a secure location, per federal regulations, and if you are not selected, or if you drop out of the camp, your documents will be securely disposed of.** Your privacy and protection are among our top priorities at HOC!

You will find all the required documents at the Camp LEAD portal on the Heart of Oregon website:

<http://heartoforegon.org/portal/login.html> Username: **leadcamper** \ Password: **leadership1**

Once you are logged in, click on **Application & Hiring Materials** (left side of the screen). From there, you will find instructions for downloading each form, links to external courses and digital forms, and videos to help you through the process. Once you are done, please scan these documents and save as a PDF. Upload them in the section called **UPLOAD ALL FORMS**. Once you have submitted everything (including this checklist and the online surveys), **you are done!**

We will notify applicants of their status in May. Please call or email if you have any questions. Thank you and good luck!

Yancy Wilkenfeldt, Summer Program Coordinator
541-633-7834 | yancy.wilkenfeldt@heartoforegon.org

P.S. Please remember to include this packet along with your paperwork. This shows us you completed the training. Thank you!

Required Documents & Information *(Check them off as you go.)*

Are you under the age of 18? (circle one): YES NO

If you circled YES, many of these forms will have to be signed by a parent or guardian.

If you circled NO, you do not need a parent or guardian signature.

- Online application** click here to complete and submit:
https://survey.az1.qualtrics.com/jfe/form/SV_9TxFRUPsXs7UCpf *(Once you complete this, it will automatically be sent to us – you don't have to submit it via the portal.)*

Almost all jobs require prospective employees to fill out applications. A job application, unlike a resume or cover letter, requires employees to present *all* the factual information about their professional history. For the purposes of Camp LEAD, the application allows HOC to collect essential employment information and program eligibility. It is suggested that you fill out this application form with a parent/guardian or Transition Specialist. You can fill this out before or after you complete this packet.

- Demographic Information** click here to complete and submit:
https://survey.az1.qualtrics.com/jfe/form/SV_bd6tVFj917hfBvn *(This will automatically be sent to us – you don't have to submit it via the portal.)*

This information is a unique requirement of many nonprofit organizations. Nonprofits and other service agencies that rely heavily upon funding from public agencies and private foundations are required to collect demographic information about the youth who enroll in their programs. Please keep in mind that your attention to detail when filling out of this form will assist us in funding Camp LEAD in the future.

- Explorer Application (#1a) (5556 is the Post Number.)**

This is an additional layer of the program that helps enhance youth's employment portfolios. The Explorer Application essentially enrolls youth in a chapter of Boy Scouts of America. This also provides Camp LEAD with an additional layer of liability protection.

For those **18 and over**: You are required to complete the **Youth Protection Course (#1b)** and submit the certificate you earn at the end of the process. The course can be found here:
<http://resources.learningforlife.org/exploring/YPT/index.html> Use **5556** as the Post Number.

This document is an additional layer of job training for Camp LEAD youth. A copy of the certificate can be included in your employment portfolio. This course also allows us to ensure that we have the highest safety standards for our program.

- I do **not** need to submit a **Youth Protection Course Certificate**. My parent/guardian signed my Explorer Application. (I am under the age of 18.)

- I printed out (or took a screenshot of) my **Youth Protection Course Certificate** (I am 18 or older.)

- Agreement & Authorizations (#2)**

This is a common consent form, authorizing participation for those under 18, and giving us consent to use photos and/or videos of participants. It also details the behavioral expectations for participants.

- I signed this form.

- I dated this form.

- My parent/guardian signed and dated this form (if under 18 years old).

Medical Information (#3)

Medical forms are sometimes required by employers. HOC has very high safety standards, and this medical form is a result of that. Having this information on file will allow us to take quick, effective action in the face of any medical emergencies in the field or at the campsite.

I filled out both sides of this form.

The answers I gave were accurate and complete.

I wrote legibly.

I signed this form.

I dated this form.

My parent/guardian signed and dated this form (if under 18 years old).

Acknowledgement & Release (#4)

This is a standard release form used by Northwest Youth Corps. It only applies to youth who will be camping at Silver Falls. However, we ask that all youth and parents sign it, in order to easily switch youth from camp to camp, if such requests are made.

I signed this form.

I dated this form.

My parent/guardian signed and dated this form (if under 18 years old).

Position Description (#5)

This document gives you the information you need to know what is expected for camp participants. Your signature shows us that you read and understood this form and feel that you are capable of taking on this challenge.

I signed this form.

I dated this form.

My parent/guardian signed and dated this form (if under 18 years old).

W-4 (#6)

This is an IRS document, and is required for *all* employees in the United States. The W-4 form determines how much of your paycheck gets withheld for taxes. The most important thing to remember is to clearly write your correct mailing address on the form. *This is where we will send your check.* Also, you **MUST** include your Social Security number, even if you do not have a Social Security card. If you don't have a Social Security number, please go to this website (below) immediately and request one. This process takes at least 2 weeks.
<http://www.socialsecurity.gov/ssnumber>

I included my current *mailing* address.

I included my Social Security number.

I signed this form.

I dated this form.

I wrote legibly (or typed).

I-9 (#7)

This is another required document for all United States employees, from the Department of Homeland Security. Its purpose is to determine your citizenship and employment eligibility in the United States. Please see the next few items for information on the citizenship verification documents you will need to submit along with this form. **Please remember to sign and date this form where indicated.** You do NOT need to fill out the Preparer and/or Translator Certification UNLESS someone else fills out this form for you.

I signed this form.

I dated this form.

I wrote legibly.

Photo ID – must be legible, with a clear picture.

This is required by the Department of Homeland Security, in order to verify your citizenship status. If you submit a **passport**, you are not required to submit any other identity documentation. If you don't have a passport, you can submit a photo ID (driver's license, learner's permit, tribal ID card, or school ID card), in addition to a Social Security card **OR** birth certificate. If you don't have a photo ID, you can get one from this website:
<http://www.oregon.gov/ODOT/DMV/pages/driverid/idget.aspx>

Social Security Card – name and number must be legible.

If you do not have a **passport**, you can submit a **photo ID AND a Social Security card** in order to verify your citizenship status. If you don't have a Social Security card, you can submit a **photo ID AND birth certificate**. But please note that you are required to have a Social Security *number* in order to receive your paycheck. You will need to fill in that number on your W-4.

Birth Certificate – must be legible.

If you do not have a **passport**, you can submit a **photo ID AND a birth certificate** in order to verify your citizenship status. If you don't have a birth certificate, you can submit a **photo ID AND Social Security card**. If you need to order a birth certificate, please visit the website below immediately. It can take months to receive a new birth certificate, so act quickly.

<http://public.health.oregon.gov/BirthDeathCertificates/GetVitalRecords/Pages/faqs.aspx>.

Final Checklist

Once you have finished filling out your paperwork, completing the online portion, and scanning your ID documents, please look through everything one last time using the checklist below, verify that you have completed everything and your packet includes all necessary documents, then see the final instructions at this end of this list. Ready? Go!

0-Application & Hiring Training Form (this form)	<input type="checkbox"/> Did you fill out all the squares on Page 1? <input type="checkbox"/> Did you check off each item as you went?
Online Application	<input type="checkbox"/> Did you complete this application online?
Demographics Survey	<input type="checkbox"/> Did you complete this online?
1a-Explorer Application 1b-Youth Protection Course Certificate (if you are over 18)	<input type="checkbox"/> Did you complete this fully and legibly? <input type="checkbox"/> Did you use 5556 as the post number? <input type="checkbox"/> If you are under 18 , did your parent/guardian sign it? <input type="checkbox"/> If you are over 18, did you complete the Youth Protection Course and add the certificate of completion to your application/hiring packet?
2-Agreement & Authorizations	<input type="checkbox"/> Did you print your name where indicated? <input type="checkbox"/> Did you sign this? <input type="checkbox"/> Did you date it? <input type="checkbox"/> If you are under 18, did your parent/guardian sign and date this?
3-Medical Information	<input type="checkbox"/> Did you fill out both sides of this form? <input type="checkbox"/> Did you fill it out as accurately as possible? <input type="checkbox"/> Did you include an emergency contact? <input type="checkbox"/> Did you sign and date it where indicated? <input type="checkbox"/> If you are under 18, did your parent/guardian sign and date it where indicated?
4-Acknowledgement & Release	<input type="checkbox"/> Did you sign and date this form where indicated? <input type="checkbox"/> If you are under 18, did your parent/guardian sign and date it where indicated?
	<input type="checkbox"/> Did you sign and date this form where indicated?

5-Position Description	<input type="checkbox"/> If you are under 18, did your parent/guardian sign and date it where indicated?
6-W4	<input type="checkbox"/> Did you write legibly? <input type="checkbox"/> Did you include your accurate mailing address? <input type="checkbox"/> Did you include your Social Security number? <input type="checkbox"/> Did you sign and date this form?
7-I9	<input type="checkbox"/> Did you write legibly? <input type="checkbox"/> Did you include your Social Security number? <input type="checkbox"/> Did you sign and date this form?
Citizenship Verification / ID	Please check the option you are submitting: <ul style="list-style-type: none"> <input type="checkbox"/> Passport <input type="checkbox"/> Photo ID and Social Security Card <input type="checkbox"/> Photo ID and birth certificate <p><i>Remember, these ID documents <u>must be scanned</u>, preferably in color. Please send these in with your entire packet, through the secure website portal. Do not fax these separately.</i></p>
<p>Did you get it all? Excellent! Here's the <i>final</i> step...</p> <p>Please scan all of these documents, <u>in the order above</u>, into one PDF file. (This is a different procedure from last year – hopefully easier!)</p> <p>And now...upload it into the portal! (Please note that those who have submitted every document and have scanned everything in the correct order will take priority in the hiring process.)</p> <p>Youth who correctly complete this process will receive a certificate of completion. If you do NOT receive a certificate, please check with Yancy Wilkenfeldt – your application/hiring packet might not have been received.</p> <p>Hiring announcements will go out in early May.</p> <p>Congratulations!</p>	