

# CAMP SWATARA

[www.campswatara.org](http://www.campswatara.org)

2905 Camp Swatara Road, Bethel, PA 19507 717-933-8510

## PAID STAFF SCREENING FORM

Camp Swatara is required to conduct a series of background checks for paid and volunteer staff as part of our accreditation through the American Camp Association and as a facility that cares for children and youth within the Commonwealth of PA. Many of these standards and laws have been recently updated and your cooperation is appreciated in helping us to meet our legal, ethical, and moral obligations to provide an emotionally and physically safe environment for children and youth.

**This form and all required background checks MUST be received prior to the arrival of campers!** If you have any questions, please don't hesitate to contact us at 717-933-8510 or [info@campswatara.org](mailto:info@campswatara.org). All forms should be returned via email or mail to the camp address above Attention: Office Manager.

### PERSONAL INFORMATION –

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Other Names by Which Known: \_\_\_\_\_

Email Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Previous Addresses for Last Five Years (including college, home, and seasonal residences). If needed, continue on a separate sheet of paper and attach:

1. City: \_\_\_\_\_ State: \_\_\_\_\_ Years: \_\_\_\_\_

2. City: \_\_\_\_\_ State: \_\_\_\_\_ Years: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Years: \_\_\_\_\_

### VOLUNTARY DISCLOSURE STATEMENT – Completed annually by all staff and volunteers.

1. Have you ever been arrested and/or charged with a crime? (This includes all arrests and charges whether, or not they were dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.) **YES** **NO**
2. Have you ever been convicted of or pleaded guilty or no contest to any criminal offensive of any kind, including but not limited to violent crimes or crimes relating in any manner to children and/or your conduct with them such as indecent assault and battery, rape, assault, kidnapping, and distribution and trafficking of narcotics or other controlled substances? **YES** **NO**
3. Have you ever participated in, or been accused, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct? **YES** **NO**
4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? **YES** **NO**
5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection? **YES** **NO**
6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? **YES** **NO**

If you answered YES to any of the questions above, please explain on a separate sheet of paper and attach.

### NATIONAL SEX OFFENDER REGISTRY CHECK – Completed annually for all staff and volunteers.

I give permission to Camp Swatara to conduct a check of the National Sex Offender Public Website to verify the information I have provided.

### NATIONAL CRIMINAL BACKGROUND CHECK – Choose ONE below.

- I am a paid staff member under 18 years old and a national criminal background check is not required.
- I am a paid SEASONAL staff member 18 years old or older. I give permission to Camp Swatara to conduct a national criminal background check to verify the information I have provided.
- I am a paid YEAR-ROUND staff member. I give permission to Camp Swatara to conduct a national criminal background check to verify the information I have provided and an additional national criminal background check at least every five years.

**PA STATE POLICE CRIMINAL BACKGROUND CHECK (PATCH) – Choose ONE below.**

- I am a NEW paid staff member. I have requested a PA state police criminal background check for myself at <https://epatch.state.pa.us>. I will provide the ORIGINAL copy of the results of this check to Camp Swatara.
- I am a RETURNING paid staff member who has a PA state police criminal background check on file at Camp Swatara. I understand that I need to conduct a PA state police criminal background check at least every 60 months.

**PA CHILD ABUSE HISTORY CLEARANCE CHECK (CHILDLINE) – Choose ONE below.**

- I am a NEW paid staff member. I have requested a PA child abuse history clearance check for myself at <https://www.compass.state.pa.us/CWIS>. (We recommend using your SSN to obtain this check in order to expedite the screening process.) I will provide the ORIGINAL copy of the results of this check for Camp Swatara.
- I am a RETURNING paid staff member who has a PA child abuse history clearance check on file at Camp Swatara. I understand that I need to conduct a PA child abuse history clearance check at least every 60 months.

**FBI CLEARANCE CHECK – Choose ONE below.**

- I am a NEW paid staff member. I have registered for the FBI clearance check at: <https://uenroll.identogo.com> (employees should use service code: **1KG756**) and have been fingerprinted at a cogent site. I will provide the ORIGINAL copy of the results of this check for Camp Swatara.
- I am a RETURNING paid staff member who has the results of an FBI clearance check on file at Camp Swatara. I understand that I need to conduct the FBI clearance check at least every 60 months
- I am a MINOR (age 14-17) staff member and I have been a resident of the Commonwealth of Pennsylvania for the entirety of the past 10 years. Both I and my parent or legal guardian affirm that I am not disqualified from service (for positions having contact with children) under the grounds for denying employment outlined in PA Title 23 § 6344 section (c) (Found at this Link)

**REIMBURSEMENT FOR BACKGROUND CHECK COSTS –**

Camp Swatara is able to reimburse staff for the cost of these background checks. The amount due for reimbursement will be added to the first paycheck for PAID staff members. Paid and volunteer staff members may also choose NOT to be reimbursed for all or part of their background check costs as a donation to assist camp’s ministry. Please mark the background check costs that you would like to be reimbursed for:

- PA State Police Criminal Background Check (PATCH)
- PA Child Abuse History Clearance (ChildLine)
- FBI Clearance Check

**ACKNOWLEDGEMENT AND AFFIRMATION OF INFORMATION –**

The information contained in this form is correct to the best of my knowledge. I authorize Camp Swatara to confirm any of the information I have provided, and to receive information from any law-enforcement agency, including police departments and sheriff’s departments, of state or federal government, to the extent permitted by state and federal law, pertaining to any charges or convictions I may have had for violations of state or federal criminal laws. I understand that any misrepresentation, falsification, or material omission of information on this form or other documents completed by myself may result in my failure to receive an offer of work or termination of employment or voluntary service with Camp Swatara, regardless of the time of discovery. I also understand that Camp Swatara may deny employment or a position of voluntary service to any person who answers “yes” to the questions listed under the Voluntary Disclosure Statement section or who is found to have a record of criminal history or child abuse.

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