

CENTER DAY CAMP



STAFF

PERSONAL INFORMATION

DATE OF APPLICATION ____/____/____

Name: _____ Gender: M/F Are you over the age of 18? _____

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

If hired, CDC will ask you to sign a volunteer disclosure form in order to conduct a criminal background check. The following information is needed to obtain that background check:

Birth Date: _____ Social Security Number: _____

Drivers License# (and State) _____

EDUCATION

High School _____ Years Completed _____

College/University _____ Degrees Earned _____

Graduate Studies _____ Degrees Earned _____

EMPLOYMENT

List most recent job first

Employer	Position	Dates	Phone Number
1.			
2.			
3.			

For additional information please attach resume

REFERENCES

Please list three references – all references will be verified

Name	Email Address	Phone#	Relationship
1.			
2.			
3.			

PROGRAM SKILLS

Please rank your instructional ability

1. Can assist in teaching
2. Can assume some leadership in teaching
3. Can organize and teach as an expert

Leave blank those activities you have no interest in teaching

___ ART ___ ARCHERY ___ BASEBALL ___ CANOEING
___ DANCE ___ DRAMA ___ ISRAELI CULTURE ___ NATURE
___ SAILING ___ SOCCER ___ SWIMMING ___ TENNIS
___ WILDERNESS ___ MEDICAL PERSONEL ___ TRIP LEADERS

OTHER SKILLS _____

CERTIFICATIONS

Please indicate any certifications that you currently hold or have held

___ Standard First Aid Expiration Date: _____ Years held: _____
___ CPR Expiration Date: _____ Years held: _____
___ WSI Expiration Date: _____ Years held: _____
___ Lifeguard Training Expiration Date: _____ Years held: _____
___ Wilderness First Aid Expiration Date: _____ Years held: _____
___ Wilderness First Responder Expiration Date: _____ Years held: _____

_____ Other –please describe: _____

QUESTION/ANSWER

1) Rate yourself in the following: (on a scale of 1-10, 10 being the highest)

___ **Energy** ___ **Motivation** ___ **Communication**

___ **Honesty** ___ **Patience** ___ **Dedication**

___ **Leadership** ___ **Dependability** ___ **Creativity**

___ **Integrity** ___ **Flexibility** ___ **Humor**

2) What adjectives would you use to describe yourself?

3) Describe a leadership position you have held – what are you most proud of? What do you think you could have done better?

4) Why do you want to be a counselor at Center Day Camp?

5) What position are you applying for?

General Counselor _____ **Activity Counselor** _____ **Both** _____

Unit Leader _____ **Office / Administrative** _____

HARRASSMENT:

The camp’s policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by the camp before any decision is made.)

_____ YES _____ NO

If YES – Explain:

CRIMINAL RECORD:

Have you ever been convicted of a crime, other than a minor traffic offense or paid a civil fine for any type of alcohol/drug related offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.)

_____ YES _____ NO

Explain:

I understand that, if employed, I will be an at-will employee unless there is an agreement or law which alters that status. Unless otherwise stated, either Center Day Camp or I may terminate employment at any time. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by the camp.

Signature _____ Date _____

CENTER DAY CAMP IS AN EQUAL OPPORTUNITY EMPLOYER. THOSE APPLICANTS REQUIRING A “REASONABLE ACCOMMODATION” IN CONNECTION WITH THE APPLICATION AND/OR INTERVIEW SHOULD NOTIFY THE CAMP DIRECTOR.