

Camp Staff Application Form FM 10N

Developed by American Camp Association
Expires 10/01/10

Return to: Summer 's Edge
Central Office
342 Main Street
Medford, MA 02155

Please attach a resume &
send 3 letters of recommendations

(Please type or print.) Date of Application _____

Name _____ Social Security Number _____

Permanent Address _____
Street & Number
City
State
Zip

Phone _____ Area & Number _____ Fax _____ Area & Number _____ E-mail _____

School or Business Address _____
Street & Number
City
State
Zip

Phone _____ Area & Number _____ Fax _____ Area & Number _____ E-mail _____

Dates available From _____ To _____

What type of position do you want at camp? _____ Salary desired? _____

Do you meet or exceed any minimum age requirements for that position? Don't know minimum age Yes No

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? Yes No

If you are hired would you desire or need housing for any person(s) other than yourself at the camp? Yes No

Past Work History Provide a full record of all employment — paid and volunteer — and explain any gaps in employment. Include any positions on camp staff. Use a separate sheet, if necessary.

Dates	Employer/Supervisor	Address & Phone	Nature of Work	Reason for Leaving

Indicate any employer you **do not** wish us to contact, and the reason _____

This form has been drafted to comply with federal employment laws; however, ACA assumes no responsibility or liability for the use of this form.

References Give names and addresses of three persons [not relatives] having knowledge of your character, experience, work habits, and ability.

Name	Address & City	Phone

Camp Experience

Dates	Camp & Director	Location	Camper or Staff?

Education High School and Beyond

Years	School	Major Subjects	Degree Granted

Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields which might have a bearing on the position(s) for which you are applying. Attach a separate sheet if necessary.

Camp Program Skills In the following list, put a "T" before those activities you can organize and teach as an expert, and an "A" for those activities in which you can assist. Put a "C" after those in which you have *current* certification and attach a copy of your certification.

Adventure/Challenge

- _____ challenge/ropes course
- _____ climbing/rappelling
- _____ spelunking/caving
- _____

Arts/Crafts

- _____ ceramics/pottery
- _____ drawing/painting
- _____ leather craft
- _____ metal work
- _____ photography
- _____ woodworking
- _____
- _____

Campcraft/Pioneering

- _____ backpacking
- _____ campcraft
- _____ hiking
- _____ orienteering
- _____ outdoor cooking
- _____ outdoor living skills
- _____ overnights
- _____ wilderness trips
- _____
- _____

Dance (list)

- _____
- _____

Drama

- _____ clowning
- _____ theater
- _____

Music

- _____ singing
- _____ instrument (list)
- _____
- _____

Nature

- _____ animals/animal care
- _____ astronomy
- _____ birds
- _____ environmental studies
- _____ flowers
- _____ forestry
- _____ insects
- _____ rocks/minerals
- _____ weather
- _____

Sports/Fitness

- _____ aerobics/exercise
- _____ archery
- _____ baseball/softball
- _____ basketball
- _____ bicycling/biking
- _____ boxing
- _____ fencing
- _____ fishing
- _____ football
- _____ golf
- _____ gymnastics
- _____ hockey (ice/in-line)
- _____ horseback riding (English)
- _____ horseback riding (Western)
- _____ informal games
- _____ martial arts
- _____ riflery
- _____ skating (ice, roller, in-line)
- _____ soccer
- _____ snow sports (list)
- _____
- _____ tennis
- _____ track/field
- _____ volleyball
- _____ wrestling
- _____

Waterfront Activities

- _____ board sailing/wind surfing
- _____ canoeing
- _____ diving
- _____ kayaking
- _____ rafting
- _____ rowing
- _____ sailing
- _____ SCUBA
- _____ swimming
- _____ synchronized swimming
- _____ water skiing
- _____

Miscellaneous

- _____ academics
- _____ aviation
- _____ community service
- _____ farming/ranching/gardening
- _____ foreign language
- _____ leadership development/CIT
- _____ radio/TV/video
- _____ storytelling
- _____ team building
- _____ worship services/religious studies
- _____
- _____

Certifications and Camp Support Staff Skills In the following list, please check those items in which you have experience and skills. Mark with a "C" those for which you hold current certification and attach a copy of your certification.

Business/Administration

- _____ bookkeeping/accounting
- _____ computer/technical
- _____ computer/software (list)
- _____
- _____

Health/Safety

- _____ CPR
- _____ first aid
- _____ lifeguard
- _____ nursing
- _____
- _____

Maintenance

- _____ auto mechanics
- _____ carpentry
- _____ electrical
- _____ plumbing
- _____
- _____

Food Service

- _____ cooking/meal preparation
- _____ Food Handler's Permit/Certification
- _____ menu planning
- _____ purchasing
- _____ sanitation
- _____

Answer these questions *only* if applying for a position requiring driving

Do you have a valid driver's license? Yes No State _____

Do you have current chauffeur's-type license? Yes No

Do you have a commercial driver's license? Yes No

What contributions do you think you can make at camp? _____

What contributions do you think a well-run camp can make to children? _____

Harassment 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

Explain _____

Criminal Record Have you ever been convicted of a crime, other than a minor traffic 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 authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that , if employed, I will be an at-will employee unless there is an agreement or law which alters that status. 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 _____