

Camp Staff Application Form FM 10N

Developed by American Camp Association

Return to: Arno Mares
 International Riding Camp
 PO Box
 Greenfield Park, NY 12435

(Please type or print.)

Date of Application _____

Name _____ Social Security Number _____

Permanent Address _____
Street & Number City State Zip

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

School or Business Address _____
Street & Number City State Zip

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

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	Dance (list)	Sports/Fitness	Waterfront Activities
_____ challenge/ropes course	_____	_____ aerobics/exercise	_____ board sailing/wind surfing
_____ climbing/rappelling	_____	_____ archery	_____ canoeing
_____ spelunking/caving	_____	_____ baseball/softball	_____ diving
_____	Drama	_____ basketball	_____ kayaking
Arts/Crafts	_____ clowning	_____ bicycling/biking	_____ rafting
_____ ceramics/pottery	_____ theater	_____ boxing	_____ rowing
_____ drawing/painting	_____	_____ fencing	_____ sailing
_____ leather craft	Music	_____ fishing	_____ SCUBA
_____ metal work	_____ singing	_____ football	_____ swimming
_____ photography	_____ instrument (list)	_____ golf	_____ synchronized swimming
_____ woodworking	_____	_____ gymnastics	_____ water skiing
_____	_____	_____ hockey (ice/in-line)	_____
_____	_____	_____ horseback riding (English)	Miscellaneous
Campcraft/Pioneering	Nature	_____ horseback riding (Western)	_____ academics
_____ backpacking	_____ animals/animal care	_____ informal games	_____ aviation
_____ campcraft	_____ astronomy	_____ martial arts	_____ community service
_____ hiking	_____ birds	_____ riflery	_____ farming/ranching/gardening
_____ orienteering	_____ environmental studies	_____ skating (ice, roller, in-line)	_____ foreign language
_____ outdoor cooking	_____ flowers	_____ soccer	_____ leadership development/CIT
_____ outdoor living skills	_____ forestry	_____ snow sports (list)	_____ radio/TV/video
_____ overnights	_____ insects	_____ tennis	_____ storytelling
_____ wilderness trips	_____ rocks/minerals	_____ track/field	_____ team building
_____	_____ weather	_____ volleyball	_____ worship services/religious studies
_____	_____	_____ wrestling	_____
_____	_____	_____	_____

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	Health/Safety	Maintenance	Food Service
_____ bookkeeping/accounting	_____ CPR	_____ auto mechanics	_____ cooking/meal preparation
_____ computer/technical	_____ first aid	_____ carpentry	_____ Food Handler’s Permit/Certification
_____ computer/software (list)	_____ lifeguard	_____ electrical	_____ menu planning
_____	_____ nursing	_____ plumbing	_____ purchasing
_____	_____	_____	_____ sanitation
_____	_____	_____	_____

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

Do you have a valid driver’s license? 1 Yes 1 No State _____

Do you have current chauffeur’s-type license? 1 Yes 1 No

Do you have a commercial driver’s license? 1 Yes 1 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.) 1 Yes 1 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.) 1 Yes 1 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 _____