



Staff/Volunteer Application

Updated February 2023

Date of Application _____ Social Security # (staff only) _____

Name _____ Email _____

Permanent Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

School/Business Address _____

Address _____

Phone _____ Email _____

Date Available _____ to _____

What position are you applying for? _____ Desired Salary _____

Do you meet/exceed minimum age requirements for this position? Yes No Unsure

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 | Supervisor | Address & Phone | Nature of Work | Reason for Leaving |
|-------|------------|-----------------|----------------|--------------------|
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Indicate any employer you do NOT wish us to contact and the reason

References (staff & new volunteers only):

Give names and addresses of three persons (not relatives) having knowledge of your character, experience, work habits, and ability

| Name | Address | Phone |
|------|---------|-------|
| | | |
| | | |
| | | |

Camp Experience (staff & volunteers):

| Dates | Camp Director | Camp Location | Camper or Staff? |
|-------|---------------|---------------|------------------|
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Education (staff & volunteers):

| Years | School | Major | Degree Granted |
|-------|--------|-------|----------------|
| | | | |
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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 ____

Performing Arts

Dance (list) _____
 Drama ____
 clowning ____
 theater ____
 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/gardening ____
 foreign language ____
 leadership development ____
 radio/TV/video ____
 storytelling ____
 team building ____
 worship/religious ____

Business/Administration

accounting ____
 computer/technical ____
 computer/software (list) _____

Health/Safety

CPR ____
 first aid ____
 lifeguard ____
 nursing ____

Maintenance

auto mechanics ____
 carpentry ____
 electrical ____
 plumbing ____

Food Service

cooking/meal prep ____
 Food Handler Cert. ____
 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 a 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?

Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: prior accusation is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by camp before a decision is made.) Yes No Explain _____

Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by camp before any decision is made.) Yes No Explain _____

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____

Voluntary Disclosure (staff/volunteers 18 or older)

Full Name _____ Social Security #(staff only) _____

Other Legal Names (if applicable) _____

Address _____ School or College _____

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

City _____ State _____ Years _____

(Continue on separate sheet, if necessary.)

2. Have you ever been arrested and/or charged with a crime? (This includes all arrest and charges whether or not they were dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.) Yes No

3. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

4. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? Yes No

- a. Indecent assault and battery on a child under fourteen
- b. Indecent assault and battery on a mentally retarded person
- c. Indecent assault and battery on a person who has obtained the age of fourteen
- d. Rape / Rape of a child under sixteen with force / Assault with intent to commit rape
- e. Kidnapping of a child under sixteen with intent to commit rape
- f. Distribution and trafficking of narcotics or other controlled substances
- g. Intent to commit any of the above crimes.

If yes, please explain (Use a separate sheet, if necessary.)

5. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? Yes No

If yes, please explain: (Use a separate sheet, if necessary.)

6. 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

If yes, please explain: (Use a separate sheet, if necessary.)

7. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? Yes No

If yes, please explain:

I understand that:

1. The camp may deny employment to any person who answers "yes" to any one of questions 2-7. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
2. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. (A separate release form may be required)
3. The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to have a history of complaints of abuse of a minor, have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or have falsified or omitted information in this disclosure statement.
4. This disclosure statement must be updated yearly and immediate notification provided to the camp if any information provided changes.

All statements become part of any future personnel files. 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 the same. I understand that, if staffed/volunteered, I will be an at-will staff/volunteer 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 _____