

Camp Staff Application Form FM 10N

Developed by American Camp Association
Expires 10/01/08

Return to:

(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

[illegible]

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.

[illegible]

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 _____