

# Camp Staff Application Form FM 10N

Developed by American Camp Association  
Expires 10/01/10

Return to: Summer's Edge Inc.  
Central Office  
342 Main Street  
Medford, MA 02155-6158

Please attach a resume and 3 letters of recommendations from non-family members. Thank you.

(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.

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**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 \_\_\_\_\_