

REDWOOD ADVENTURE CAMP STAFF APPLICATION 2017

For Counselor & Non-Administrative Positions

Download and submit completed application via email to: office@redwoodadventure.org

Name _____ / _____ / _____ Phone (____) _____
 (last) (first) (middle)

Permanent Address _____ City/State _____ Zip _____

E-mail _____ Date of Birth ____/____/____ Religion _____

If there is another address that we can reach you other than the one above please complete the following information:

Address _____ City/State _____ Zip _____

Phone (____) _____ Until what date can you be reached at this address? _____

Social Security Number _____ T-Shirt size S M L XL XXL

- Prerequisites:
- Minimum age for Counseling Staff is 18 by July 8, 2017 (for other positions, see specific job description)
 - Staff must be available for the following dates - June 30th - July 24th
 - **You must have current LIFEGUARD TRAINING, FIRST AID, and CPR certifications before training begins (proof must be submitted with application).** A valid Wilderness First Aid Certificate is desired, but not mandatory.
 - NOTE: **CPR** certification renewal dates vary depending on certifying organization. Check your card!

Courses for Lifeguard Training, First Aid and CPR will be offered through the Redwood Adventure Camp (RAC) before the general training program, June 24 - 27, 2017.

If you are unable to attend the Lifeguard, First Aid or CPR training/renewal sponsored by RAC, you must obtain certification through other means in order to be a staff member.

Desired: (Please check one or more) Attend/work one of the potential Work Weekends:
 1 or more days June 16-23 (Open Camp) July 28-30 (Family Camp) August 4-6 (Open House/Close Camp)

CHECK ALL THAT APPLY:

- I would like to attend the Lifeguard Training, First Aid and/or CPR course sponsored by Redwood Adventure Camp
- I plan to take a different course: (please specify _____)
- I am already certified in Lifeguard Training and First Aid (**you must attach copy of certification card**)
- I am already certified in Wilderness First Aid (**you must attach copy of certification card**)
- I will be attending the CPR training/re-certification only, June 27
- My CPR certification is current and will be current through the Camp season (must be updated every year - attach copy of certification card) (**Certification for staff must be current through July 30**)

Position desired: (Please rank your choices 1st, 2nd, & 3rd - job descriptions can be found on our website - RedwoodAdventure.org)
 Group Counselor Craft Director Maintenance Assistant/Relief Counselor Horse Program Assistant
 Nature Director Kitchen Assistant Lifeguard/Maintenance Assistant/Relief Counselor

Essential Functions (Found on specific job descriptions): Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? Yes No

Were you ever a camper at Camp St. Michael or Redwood Adventure Camp? Yes No If yes, number of years _____

Camp Experience

Dates	Camp & Director	Location	Camper or Staff?

Initials: _____

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Your Name: _____

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.

Arts/Crafts:

- nature crafts
- drawing/painting
- leather craft
- woodworking

Camp Craft:

- outdoor cooking
- backpacking
- fire safety
- knife & hatchet safety
- map reading
- compass
- knots & lashing
- survival skills
- shelter building

Nature:

- wildlife
- environmental studies
- weather
- astronomy
- flowers, trees, shrubs
- insects
- birds
- river studies
- rocks/minerals

Horsemanship:

- grooming
- feeding
- safety
- riding

Music:

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

Special talents:

Dramatics:

- skits, plays
- story telling

Sports:

- archery
- riflery
- fishing

Adventure/Challenge:

- challenge/ropes course
- climbing/rappelling

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

Health/Safety

- CPR
- first aid
- wilderness first aid
- lifeguard
- _____
- _____
- _____

Maintenance

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

Food Service

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

Education High School and Beyond

Years	School	Major Subjects	Degree Granted

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

Initials: _____

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Your Name: _____

Please respond to the following five (5) questions in the space provided.

1. Tell us about yourself. What kind of person are you? personality? life goals? hobbies & interests? temperament? sense of humor? strengths and weaknesses?

2. To what extent does your religious faith influence your life values? How does that influence show itself in practice. For example: church attendance, private prayer, group prayer, scripture study, etc. Please be as specific as you can and give examples when possible.

3. What experiences have you had with young people in grades 5-11? From your experience, what special problems, qualities, needs, etc. do you feel they have? What contributions do you think a well-run camp can make to children?

Initials: _____

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Your Name: _____

4. Why are you applying to work at Redwood Adventure Camp? What do you hope to gain and what do you feel you can give?

5. What do you think you will bring to the specific Redwood Adventure Camp position for which you are applying?

Please write any additional comments below.

Initials: _____

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Your Name: _____

References You must submit three Staff Reference Forms with your application. You can submit them in sealed envelopes along with your application or provide your referees with pre-addressed envelopes for them to submit the forms directly to us. The specific form is available with this application linked to our website. Provide the names and addresses of the three persons (not relatives) who will be sending in reference forms.

Name	Address & City	Phone

All applicants must answer the following regardless of the positions for which they are applying in addition to completing and submitting the Voluntary Disclosure Statement.

Driving Record Do you have a valid driver's license? Yes No State: _____ DL# _____
Do you currently have any moving violations or any provisions that would prevent you from driving passengers? 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:

Felony convictions will not necessarily disqualify an applicant from employment. Your response to this question will remain confidential.

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:

If there is anything that you would like to include that we didn't give you a chance to say, you may include them below or use additional pages and attach them to the application.

My signature below indicates that I have read and completed this entire 5 page document. 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 untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Signature: _____ Date: _____

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Voluntary Disclosure Statement
All Camp Staff **FM 16**
 Developed and approved by the
 american **CAMP** association®

Submit this form along with your completed staff application to:
 office@redwoodadventure.org

Name _____ Birth date _____
Last First Middle

Home address _____
Street Address City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home phone _____ Business phone (if applicable) _____

Cell phone (optional) _____ E-mail address (optional) _____

School or College _____

Address _____
Street Address City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last five years (include college and home residences):
- 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
- Indecent assault and battery on a child under fourteen
 - Indecent assault and battery on a mentally retarded person
 - Indecent assault and battery on a person who has obtained the age of fourteen
 - Rape
 - Rape of a child under sixteen with force
 - Assault with intent to commit rape
 - Kidnapping of a child under sixteen with intent to commit rape
 - Distribution and trafficking of narcotics or other controlled substances
 - 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:

- a) 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.
- b) 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)
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
 - 1) have a history of complaints of abuse of a minor;
 - 2) 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
 - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly and immediate notification provided to the camp if any information provided changes.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____