

# Camp Staff Application Form FM 10

Return to:



Developed by *American Camping Association*®

*(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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

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

**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.

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

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 or conviction is not an automatic bar to employment. The type of conviction or 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 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 \_\_\_\_\_

**Voluntary Disclosure Statement**  
**All Camp Staff** **FM 16**



Developed by *American Camping Association*®

Mail this form to the address below by \_\_\_\_\_ (date)

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 \_\_\_\_\_ Mobile phone (if applicable) \_\_\_\_\_

School or College \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

1. Previous residence(s) for last 5 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 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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. 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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. 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.)

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5. 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.)

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

If yes, please explain:

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I understand that:

- a. The camp may deny employment to any person who answers "yes" to any one of questions 2-6. 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.
- 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Minor's Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_