



Camp Ketcha 336 Black Point Road Scarborough, Maine 04074

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

CAMP KETCHA'S MISSION: To be a leader in co-educational youth development services in Maine, by offering services that address documented need and create positive growth and learning experiences for youth, families and the community.

Name _____ Date of Application ____/____/____

Any other names under which you worked or obtained your education. _____

Temporary Address _____

Temporary Phone Number _____ Dates of Temporary Address _____

Email Address _____ Social Security Number _____

Permanent Address _____

Permanent Telephone Number _____ Drivers License # (and state) _____

Position(s) desired (please rank according to choice) 1. _____
2. _____
3. _____

Salary Desired? _____

Are you 18 years of age or older? _____ Yes _____ No
If you are under 18, are you at least 16 and can furnish a work permit? _____ Yes _____ No
Do you have a legal right to work in the United States? _____ Yes _____ No
Do you meet or exceed any minimum age requirements for position desired? _____ Yes _____ No
Can you perform the essential functions of the job for which you have applied,
with or without reasonable accommodations? _____ Yes _____ No

Special skills or qualifications that relate to position(s) desired _____

If applying to work directly with children, please check your age preference(s). (List 1st and 2nd choice)

_____ Age 3-4 _____ Ages 7-8 _____ Ages 12-13
_____ Ages 5-6 _____ Ages 9-11 _____ Ages 14-16 (CIT & LIT)

Are you attending school currently? _____

EDUCATION

High School/College/Higher Education Location Course of Study Dates/Degrees

EMPLOYMENT (List current or most recent job first)

Agency Supervisor Position Address Phone # Dates

Indicate any employer you **do not** wish us to contact, and the reason

CAMP/RECREATION EXPERIENCE (As staff, volunteer or participant)

Camp Position Supervisor Address Phone # Dates

CERTIFICATIONS

Please describe any certifications or training that may be useful for camp employment. First Aid and CPR training is mandatory for all of the staff positions that involve working with children, and must be completed before position starting date.

Name of Certification Issuing Organization Expiration Date

First Aid _____

CPR _____

Water Safety Instructor _____

Life Guard Training _____

First Aid Instructor _____

Camp Health Officer _____

Other Certifications or Training _____

OFFICE RELATED SKILLS

Check Skills/Experience with the following:

- | | |
|---|--|
| <input type="checkbox"/> Fax Machine | <input type="checkbox"/> Computer: Quickbooks |
| <input type="checkbox"/> Copier | <input type="checkbox"/> Computer: Word Processing |
| <input type="checkbox"/> Telephone | <input type="checkbox"/> Computer: Spreadsheet |
| <input type="checkbox"/> Public Contact | <input type="checkbox"/> Computer: Database |
| <input type="checkbox"/> Computer: Desktop Publishing | |

PROGRAM SKILLS

Please rank your skill/instructional ability for the following activities.

“1” Those activities in which you can organize and instruct independently.

“2” Those activities in which you can assist or co-instruct.

“3” Those activities in which you have experience or an interest in.

Leave blank those activities in which you have no interest or experience.

ARTS AND CRAFTS

- Batik/Tie Dyeing
- Beading
- Candle Making
- Clay/Ceramics
- Leather Craft
- Nature Crafts
- Painting
- Weaving
- Woodworking/Carving
- Other _____

AQUATICS

- Canoeing
- Kayaking
- Life Guarding
- River Rafting
- Sailing
- Snorkeling
- Swimming Lessons

CHALLENGE COURSE

- High Ropes
- Low Ropes
- Initiatives
- Cooperative Games

ENVIRONMENTAL EDUCATION

- Astronomy
- Birds
- Conservation
- Forest Ecology
- Flowers/Trees
- Insects
- Marine Biology
- Geology
- Weather
- Wildlife
- Other _____

OUTDOOR LIVING SKILLS

- Backpacking
- Fire Building
- Hiking
- Knot tying
- Low Impact Camping
- Orienteering
- Outdoor Cooking
- Shelters
- Survival
- Trip Leading
- Other _____

SPORTS/GAMES

- Archery
- Baseball/Softball
- Basketball
- Bicycling/biking
- Frisbee Golf
- Golf
- Horseback riding (English)
- Martial Arts
- New Games
- Parachute Activities
- Riflery
- Soccer
- Volleyball
- Ultimate Frisbee
- Other _____

PERFORMING ARTS

- Creative Dancing
- Creative Drama
- Folk/Square Dancing
- Native American History
- Instrument(s) _____
- Line Dancing
- Play Directing
- Song Leading
- Skits
- Story Telling
- Other _____

Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields which might have bearing on the position (s) for which you are applying. Attach a separate sheet if necessary.

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, including child abuse and sex related crimes, other than a minor traffic offense? If yes, please describe and list the court and docket number. (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 _____

SUPPLEMENTAL QUESTIONS

Please answer, on a separate sheet of paper, the following:

SUPERVISORY APPLICANTS

1. Describe the leadership or supervisory positions you have had in the past. What parts of the position(s) did you like or dislike?
2. Describe your leadership style?

PROGRAM AREA LEADER APPLICANTS

1. Create a one hour lesson for campers ages 7-8 in your desired program area.
 2. How will your previous experiences help you to lead your desired program area?
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REFERENCES

New applicants: List 3 persons [not relatives] having knowledge of your character, experience, work habits and ability on the below lines. References will also be required to fill out a Reference Sheet (attached)

Name	Address	Phone #	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES LISTED ABOVE TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY OTHER INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE, AND RELEASE ALL PARTIES FROM LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING SAME TO CAMP FIRE BOYS AND GIRLS.

IN THE EVENT I AM OFFERED A POSITION I AGREE TO FURNISH MY DOB FOR THE PURPOSE OF A CRIMINAL RECORDS CHECK AND A MOTOR VEHICLE RECORDS CHECK. I ALSO UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PRIOR NOTICE AND I UNDERSTAND THAT THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT.

SIGNATURE _____ DATE _____

Please return this application to: Liz Tully, Camp Ketcha
2009 Application
336 Black Point Road
Scarborough, ME 04074