



Girl Scouts®

EMPLOYMENT APPLICATION FOR NEW CAMP STAFF

GIRL SCOUTS HEART OF THE HUDSON

- This council is an equal opportunity employer. All applications for employment will be considered without regard to race, religion, color, sex, age, national origin or ancestry, citizenship, disability, marital status, or veteran status.
- Conditions of employment are stated at the end of this form. Please read it carefully before you sign this application. Application must be completed in full even if attaching a resume.

Please print or type and return to: Girl Scouts Heart of the Hudson, Inc., 2 Great Oak Lane, Pleasantville, NY 10570

Attn: Camp _____ (please indicate the camp you are applying to)

Personal Data

Name:

Present address and telephone:

How long will you be at this address?

Permanent address and telephone:

E-mail:

Cell Phone:

Dates available for work:

From:

To:

Name of camp for which you are applying:

- Camp Addisone Boyce Day Camp
- Birch Ridge Day Camp
- Camp Ludington Resident Camp
- Rock Hill Day Camp

- Rock Hill Resident Camp
- Rocky Brook Day Camp
- Camp Wendy Day Camp
- Camp Wendy Resident Camp

Education

| School Name and Location | High School or General Equivalency Diploma (GED) | | | | Undergraduate College/University | | | | Graduate/ Professional | Business/ Technical |
|--|--|---|---|---|----------------------------------|---|---|---|------------------------|---------------------|
| | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | | |
| Circle Last Year Completed | | | | | | | | | | |
| Diploma / Degree / Credits | | | | | | | | | | |
| Describe Course of Study | | | | | | | | | | |
| Describe any honors you have received. | | | | | | | | | | |
| List any leadership positions held. | | | | | | | | | | |
| List any courses related to the position(s) desired. | | | | | | | | | | |

Training and Skills Development (if not listed under 'Education')

| Course | Sponsoring Organization | Location | Date |
|--------|-------------------------|----------|------|
| | | | |
| | | | |
| | | | |

Current Certifications and Licenses (include Driver's License if required by job)

| Certification (Please complete all that apply) | Issuing/Sponsoring Agency | Expiration Date |
|---|---------------------------|-----------------|
| <input type="checkbox"/> CPR, Type: | | |
| <input type="checkbox"/> First Aid, Type: | | |
| <input type="checkbox"/> Certified Lifeguard Training | | |
| <input type="checkbox"/> Water Safety Instructor | | |
| <input type="checkbox"/> Small Craft Instructor | | |
| <input type="checkbox"/> Registered Nurse | | |
| <input type="checkbox"/> Licensed Practical Nurse | | |
| <input type="checkbox"/> Emergency Medical Technician | | |
| <input type="checkbox"/> Other | | |

Volunteer Activities (List community, school, or other experiences, including any work with children, along with the activities and dates).

| Item | Activities | Date(s) |
|------|------------|---------|
| | | |
| | | |
| | | |
| | | |

Previous Camp Experience

| Camp Name and Address | Position | Year | Agency or Sponsoring Organization | Telephone Number | Supervisor |
|-----------------------|----------|------|-----------------------------------|------------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Employment

| Employer and Location (Most recent employer first) | Position | Dates | Reason for Leaving | Telephone Number | Supervisor |
|--|----------|-------|--------------------|------------------|------------|
| | | | | | |
| | | | | | |
| | | | | | |

Position Desired

Minimum Age requirements are noted in parenthesis.

Day Camp or Resident Camp Please check position(s) desired:

| | |
|---|--|
| Aquatics manager (21) | Program Manager (18) |
| Assistant Camp Director (21) | Program Supervisor (18) - __ Archery __ Arts & Crafts |
| Bus Monitor (18) | __ Challenge Course __ Drama __ Nature __ Small Craft |
| Business Manager (25) | Program Specialist (18) - __ Archery __ Arts & Crafts |
| Counselor-in-Training Supervisor (18) | __ Challenge Course __ Drama __ Nature __ Small Craft |
| Health Manager (21) | Trading Post Supervisor (25) |
| Junior Counselor (16) | Trip Leader (21) |
| Lifeguard (17) | Unit Counselor (18) |
| Nurse (21) | Unit Leader (18) |

Do you meet or exceed the minimum age requirements for the desired position? Yes No

If not, please explain _____

References

(Three persons not related to you; preferably current and/or former supervisors; include camp directors, if applicable).

| Name | Title | Address | Telephone Number |
|------|-------|---------|------------------|
| | | | |
| | | | |
| | | | |

Program Skills

Please put a "T" by the Activities you can Teach to campers, and an "A" for the skills you can Assist. If you have a current Certification in any of the skills, please put a "C" (please attach a copy of your certification). Please write in any skill you think may be relevant.

| Adventure/Challenge | Dance (list types) | Sports/Fitness | Waterfront |
|-----------------------|-----------------------|-------------------|-------------------|
| Challenge/ropes | | Aerobics/exercise | Canoeing |
| Climbing/rappelling | | Archery | Diving |
| | | Softball/baseball | Kayaking |
| | Drama | Basketball | Rafting |
| Arts & Crafts | Clowning | Biking | Rowing |
| Ceramics/pottery | Theater | Fencing | Sailing |
| Drawing/painting | | Fishing | Swimming |
| Leather craft | | Golf | |
| Photography | Music | Gymnastics | |
| Woodworking | Singing | Horseback riding | |
| | Instrument (list) | Informal games | |
| | | Skating | |
| | | Soccer | Miscellaneous |
| Campcraft | | Tennis | Academics |
| Backpacking | Nature | Track/field | Community service |
| Hiking | Animals/wildlife | Volleyball | Farming/gardening |
| Orienteering | Astronomy | | Foreign language |
| Outdoor cooking | Birds | | Leadership |
| Outdoor living skills | Environmental studies | | development |
| Wilderness trips | Flowers/trees | | CIT |
| | Insects | | Radio/TV/video |
| | Rocks/minerals | | Storytelling |
| | Weather | | Team building |
| | | | |
| | | | |

Camp Support Staff Skills and Certifications

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 Admin. | Food Service |
|------------------------|-------------------------------------|
| Bookkeeping/accounting | Cooking/meal prep |
| Computer/technical | Food handler's permit/certification |
| Computer/software | Menu planning |
| Purchasing/inventory | Purchasing |
| | Sanitation |

- I hereby authorize you to check all my educational references and the personal employment references as indicated below; I further authorize these references to release to you all information that they have about me (check all that apply):

Present employer _____
Previous employers _____

Present employer after accepting position _____
Additional references listed _____

- Do you know of any reason why you would not be able to perform the essential functions of the job position for which you are applying with or without reasonable accommodation? Yes No If yes, please describe:
- Are you legally eligible to be employed in the United States? Yes No (*Proof of identify and eligibility will be required upon employment*)
- Have you ever been convicted of a crime (other than traffic violations)? Yes No
If yes, please state offense, date and location (a conviction record will not necessarily be cause for disqualification).

I understand the completion of a physical examination and current health history is a condition of employment for *Resident Camp staff*.

I understand that a current health history is a condition of employment for *Day Camp staff*.

I understand that this employment application and any other Girl Scout documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the council at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I also understand that I am submitting this application to become an employee of Girl Scouts Heart of the Hudson, Inc. and not GSUSA.

I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for rejection of this application or dismissal after employment, and that employment is subject to verification of references.

Print Name

Signature

Date