



RETURN THIS FORM TO  
170 W. Valentine St.  
Westbrook, ME 04092 USA  
TEL: (207) 6258581  
FAX: (207) 6258738  
EMAIL: mtc@teencamp.com  
ONLINE: <http://www.teencamp.com>

## Summer Employment Application for Camp Counselors/Instructors

Date of application: \_\_\_\_\_

Although not required, you may wish to include a photo to personalize your application.

First name: \_\_\_\_\_ MI: \_\_\_\_\_ Last name: \_\_\_\_\_

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

Permanent address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Gender: Male / Female

Position desired: \_\_\_\_\_ Salary expected: \$ \_\_\_\_\_

Education (please list your educational background from the most recent school/college attended)

<i>School/college</i>	<i>Dates (from - to)</i>	<i>Major</i>	<i>Degree granted? (yes or no)</i>
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Work experience (please list your employment background from the most recent job held)

<i>Position</i>	<i>Workplace</i>	<i>Dates (from - to)</i>
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Camp/leadership experience (please list your camp experience from the most recent camp involvement, if any)

<i>Camp</i>	<i>Dates (from - to)</i>	<i>Position</i>
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Current certifications (please list any certifications relevant to camp, ie., CPR, first aid, lifeguard training, sports, etc.)


## Areas of expertise

Of the following, place a "1" before all activities you can organize or teach; a "2" if you can assist.

### Adventure

- backpacking
- camping
- ropes course
- climbing wall
- orienteering
- mountain biking
- hiking
- community service

### Nature/science/academic

- nature studies
- astronomy
- computers
- ecology
- gardening
- poetry
- creative writing
- environmental service
- ESL/English tutoring
- math/science tutoring

### Sports

- football (touch)
- basketball
- soccer
- tennis
- volleyball
- softball
- golf
- martial arts
- lacrosse
- field hockey

### Waterfront

- swimming/diving
- sailing
- canoeing
- waterskiing
- wakeboarding
- windsurfing
- kayaking
- fishing
- snorkeling

### Arts/crafts

- ceramics
- crafts
- drawing
- jewelry making
- silversmithing
- journalism
- painting
- photography
- pottery
- video production
- stained glass
- airbrushing
- wood carving
- fabric arts
- mural
- sketching

### Performing arts

- modern dance
- jazz dance
- ballet dance
- folk dance
- singing/voice/acapella
- theater production
- acting
- prop building/lights
- stage combat training
- electric/acoustic guitar
- bass guitar
- keyboards
- drums
- horns
- midi
- recording studio

### Support staff

- nurse (RN)
- EMT (Emergency Med Tech)
- cook
- prep cook
- baker
- general kitchen
- dishwasher
- cleaner
- grounds
- auto mechanics
- maintenance
- driver
- babysitter/nanny
- laundry person
- camp store worker
- camp store manager

### Trips

- trips leader
- trips planner

### Office

- word processor
- data entry
- telephone skills
- filing
- purchasing
- travel coordinator

### Programming

- program director
- program assistant
- evening programs
- leadership training

If an area of expertise is not listed, please list and explain it here:

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On a separate sheet of paper, please provide us with a brief biographical "sketch" of yourself.

Describe your experiences or training which may have bearing on the position for which you are applying.

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Why do you think that you are well suited to work in a camp community?

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How do you think you will enhance the camper's experience at MTC?

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## References

Please provide the names of three previous employers or advisors who are not related to you.

Name	Address/city/state/zip	Phone number/e-mail address	Position
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I) \_\_\_\_\_

II) \_\_\_\_\_

III) \_\_\_\_\_

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

By signing this form, I agree that all of the information I have provided on this form is true.

# Maine Teen Camp Declaration

**As a prerequisite to employment at Maine Teen Camp, please attest the following and return to Maine Teen Camp:**

I \_\_\_\_\_, Birthdate \_\_\_\_\_ state the following:  
FIRST LAST MI:

All information submitted (either personally or on my behalf) to Maine Teen Camp, both verbally and in writing (application, contract, etc.) is both complete and accurate. \_\_\_ YES \_\_\_ NO

1. Have you ever been fired from, asked to leave or disciplined, by a previous employer? \_\_\_ YES \_\_\_ NO  
If yes, please explain.

2. Have you ever been arrested, charged with a criminal or misdemeanor offense? \_\_\_ YES \_\_\_ NO  
If yes, please explain.

3. Have you ever received a citation for a vehicular moving violation? \_\_\_ YES \_\_\_ NO  
If yes, please explain.

4. Have you ever been party to an incident that resulted in allegations of or charges of sexual assault or harassment? \_\_\_ YES \_\_\_ NO  
If yes, please explain.

5. Have you ever been party to an incident that resulted in allegations of or charges of a sexual offense relating to children? \_\_\_ YES \_\_\_ NO  
If yes, please explain.

I, the undersigned, understand that while employed by Maine Teen Camp, I may not partake in the use of illegal drugs and that the legal drinking age is 21 years in the State of Maine.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

I, the undersigned, as an adult supervising children, understand that I must immediately report any knowledge or rumor of drug use by campers or staff, camper abuse and/or sexual abuse/harassment in any form to the directors immediately. Further, I understand that any relations between campers and staff of a flirtatious nature or that may be construed as sexual in nature are strictly forbidden. If a camper is making sexual advances toward me, I understand that this must be documented and reported immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Is there anything further in your background that might affect your job as a staff member at MTC that has not been mentioned by interview or as stated on your application form?

\_\_\_ YES \_\_\_ NO

If yes, please explain.

**Internet Usage Policy:** As an employee at Maine Teen Camp, I understand and accept that it is my responsibility to use the internet responsibly and respectfully. I understand that I will not use Maine Teen Camp's logo or name without prior permission from the owners. I understand that it is against company policy to contact any Maine Teen Camp campers without parental consent. This includes all social networking sites. I will make every effort to maintain high professional standards while under employment and portray myself as an appropriate positive role model for teenagers beyond the summer season.

I understand that: The camp may deny employment to any person who answers 'yes' to any of the above questions. 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. 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. The camp may terminate employment of any person if that person is found, regardless of when discovered, to: have a history of complaints of abuse of a minor; 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 have falsified or omitted information in this disclosure statement. The camp may ask for this statement yearly.

I attest that all of the statements herein are accurate at that by signing this document I agree to comply with the requirements of both this document and the staff contract as an employee of the Maine Teen Camp.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Maine Teen Camp 170 W. Valentine St. Westbrook Maine 04092 OR 481 Brownfield Road, Porter Maine 04068 (after June 1)  
[mtc@teencamp.com](mailto:mtc@teencamp.com)

# Disclosure

(complete if USA residents/citizen only)

As part of the employment process, Maine Teen Camp, will obtain a consumer report (known as an investigative consumer report in California), which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

## Authorization

During the application process and at any time during the tenure of my employment with Maine Teen Camp, I hereby authorize ChoicePoint Services, Inc. (1000 Alderman Dr., Alpharetta, GA 30005), on behalf of Maine Teen Camp, to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

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Applicant/employee name and signature

Date

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Social Security Number \*

Date of Birth \*

*\* For Identification Purposes Only*

California, Minnesota & Oklahoma residents please note: In connection with your application for employment, your consumer report may be obtained and reviewed. Under California, Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

Yes, I am a California resident and would like a free copy of my investigative consumer report.

Yes, I am a Minnesota resident and would like a free copy of my consumer report.

Yes, I am an Oklahoma resident and would like a free copy of my consumer report.

## FOR OFFICE USE ONLY

Employer please note: If consumer checks "YES" regarding the full consumer report, and the consumer resides in California, you will need to provide the individual with a copy of their consumer report. If a Minnesota or Oklahoma resident checks "YES"; please fax this form to ChoicePoint at 800-256-5876.

ChoicePoint Account Number: \_\_\_\_\_



Off-Season Address: 170 West Valentine St.  
Westbrook, Maine 04092  
www.teencamp.com  
Phone: (800) 752.CAMP  
Phone: (207) 625.8581  
Fax: (207) 625.8738  
Email: mtc@teencamp.com

Hello!

The person listed on this sheet is applying for a counselor position at a summer camp for teenagers. This form was sent to you to help us assess the candidate's personality and skills, as they would relate to such a position. Your familiarity with the candidate will provide us with some of the important information necessary to help us successfully arrive at our hiring decision.

Personal and employment references are among the most important criteria upon which we base our decisions.

Our camp, located in Maine, is a co-ed teen residential camp with boys and girls ranging in age from 13-16. Counselors working in the camp environment are faced with a very demanding and often difficult job. They live, work, eat, sleep and play with the kids on a day-to-day basis, for over eight weeks. Teens at camp are active, and the counselor will be asked to participate in and instruct (or assist in instructing), the many different activities offered as part of the program. We offer skill development in all areas of land and water sports, creative and performance arts, and a superb experience in music, tennis, and waterskiing/wakeboarding.

Staff members who join our staff do so with the understanding that ours is a caring and sharing environment with the focus on creating the best possible experience for our campers. Our staff members are expected to give 100% effort towards the needs of the camp program and the campers.

We will be speaking with the applicant and assessing his/her various skills and background, however any information you offer creates a better overall view of the person. The information you provide us with is strictly confidential and will not be shared with the applicant. It is used only as a tool to assist us in our hiring process.

Please complete and return both pages of this form as soon as possible. You can fax it to: Attention Monique Rafuse-Pines, Co-Director at (207) 625-8738 or you can mail it to the above address to my attention. Thank you for your honesty and assistance.

Yours Truly,

Monique Rafuse-Pines  
Co-Director, Owner

Name of applicant: \_\_\_\_\_

Name of person writing reference: \_\_\_\_\_ Date completed: \_\_\_\_\_

Signature of person writing reference: \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

In what capacity do you know this applicant? \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

• Based on your knowledge of this applicant, how well does he/she relate to teenagers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Based on your knowledge of this applicant's social skills, how well does he/she relate to peers? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• In which role would this applicant be most effective? (Rate situations 1-MOST effective to 3-LEAST effective)

\_\_\_\_ Supervising teens in daily activities

\_\_\_\_ Supervising and reviewing peers and adults

\_\_\_\_ Teaching a specific skill and/or activity (i.e. soccer, dance, biking, swimming)

• In which situation would this applicant be most effective? (Rate situations 1-MOST effective to 3-LEAST effective)

\_\_\_\_ Leading a group of 15-25 people

\_\_\_\_ One-on-one interactions

\_\_\_\_ Working alone on a project

• Given the following 12 personality characteristics, rate this applicant from 1 to 3 (1 being STRONG personality characteristic and 3 being a WEAK personality characteristic). For example, if you believe that the applicant possesses an 'average' level of maturity and self-awareness, select the number '2'. If you feel that the applicant possesses a fantastic level of self-confidence, select '1'.

\_\_\_\_ Maturity and self-awareness

\_\_\_\_ Flexibility and adaptability

\_\_\_\_ Positive attitude

\_\_\_\_ Creative problem solving

\_\_\_\_ Self-confidence

\_\_\_\_ Judgment and safety awareness

\_\_\_\_ Responsibility and reliability

\_\_\_\_ Communication skills

\_\_\_\_ Initiative and enthusiasm

\_\_\_\_ Receptiveness to feedback/criticism

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\_\_\_\_ Leadership ability

\_\_\_\_ Team player

• What would be this applicant's most significant STRENGTHS as a counselor in the camp setting? \_\_\_\_\_

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• What would be this applicant's most significant WEAKNESSES as a counselor in the camp setting? \_\_\_\_\_

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• To your knowledge, has the applicant ever exhibited abusive or sexually improper tendencies toward others? \_\_\_\_\_

• To your knowledge, has the applicant ever been convicted of a felony or a misdemeanor? \_\_\_\_\_

Please add any comments that might lend insight into this applicant's ability to work in a camp environment with children. \_\_\_\_\_

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Thank you again for your assistance and time.