



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 Support Staff - Healthcare, Kitchen, Maintenance, Other

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.

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:

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.

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

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

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
I) _____	_____	_____	_____
II) _____	_____	_____	_____
III) _____	_____	_____	_____

Signature: _____ Date _____

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

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.

As a prerequisite to employment at MTC, please make sure that you have submitted to Maine Teen Camp all of the following:

- At least three employment/personal references from non-family members.
- A completed camp medical form (due after you are hired).
- A signed staff contract (due after you are hired).
- An employment eligibility form and all proper immigration documents (internationals).
- Photocopies of all relevant documents and work related certifications (due after you are hired).
- Photocopies of your State driver's license or International driver's license (due after you are hired).

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: _____

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.

Applicant/employee name and signature

Date

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 support position (medical professional, facility staff, kitchen professional) 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. Staff working in the camp environment are faced with a very demanding and often difficult job. They often live, work, eat, sleep and play with the kids on a day-to-day basis, for over eight weeks.

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 co-workers? _____

• Based on your knowledge of this applicant's professional qualifications and skills, would you recommend this person to work in a camp setting? Please explain. _____

• 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

____ Positive attitude

____ Self-confidence

____ Responsibility and reliability

____ Initiative and enthusiasm

____ Leadership ability

____ Flexibility and adaptability

____ Creative problem solving

____ Judgment and safety awareness

____ Communication skills

____ Receptiveness to feedback/criticism

____ Team player

• What would be this applicant's most significant STRENGTHS as a staff member in the camp setting? _____

• What would be this applicant's most significant WEAKNESSES as a staff member in the camp setting? _____

• 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. _____

Thank you again for your assistance and time.