

Employment & Community / Volunteer Service

Start with your present or most recent job or community / volunteer service participation. You may attach a comprehensive resume in lieu of this section.

May we contact the supervisors listed below? Yes No, please explain _____

Employer / Agency: _____

Job Title / Service Project _____ Dates: From: _____ To: _____

Address: _____ Phone Number: _____

Duties: _____

Supervisor: _____ Reason for Leaving: _____

Employer / Agency: _____

Job Title / Service Project _____ Dates: From: _____ To: _____

Address: _____ Phone Number: _____

Duties: _____

Supervisor: _____ Reason for Leaving: _____

Employer / Agency: _____

Job Title / Service Project _____ Dates: From: _____ To: _____

Address: _____ Phone Number: _____

Duties: _____

Supervisor: _____ Reason for Leaving: _____

Certification & Licenses

Do you hold any of the following certifications? (Please bring copies of your cards / licenses to your interview)

CPR AED Lifeguard WSI First Aid EMT?

Other _____

Are you a licensed Teacher? No Yes, degree & effective date _____

Are you a licensed Nurse? No Yes, level & Maryland license # _____

Education

	Name, City & State	# Years completed	Degree	Major
High School				
College				
Graduate School				
Other				

Camp / Teaching / Child-Care / Camp

Have you worked with children before? No Yes

What age children do you enjoy working with & why? _____

Please list all experiences working with children. Please include role, age, location and dates.

1. _____
2. _____

Do you have any camp or related experiences? Please include role, age, location and dates.

1. _____
2. _____

Describe your experience working with children including, but not limited to, any who have/had cancer:

What contributions can you make at Horizon Day Camp to fulfill the special needs of children with cancer?

What contributions do you think Horizon Day Camp can make towards the well-being of these children?

Camp Program

Do you play an instrument? No Yes, which one(s)? _____

Activities you can **LEAD**: As a camp staff member, you will be asked to lead activities. As you think about your skills, keep in mind past experience, creativity and traditional camp activities such as music, drama, sports, dance, art, cooking, science, yoga, photography, nature, storytelling and gardening. There are no limits!!!

Low-energy activities & games for INDOORS	High-energy activities & games for OUTDOORS
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

Who You Are In order to help me learn more about you, please answer the following questions and attach additional sheets if necessary

1. Why do you want to work at a summer day camp and what do you think your greatest strengths & challenges will be as a camp staff member?

2. What is a book that has been meaningful to you (that you have read in its entirety)? Why?

3. What inspires you? Why?

4. What comes to mind when you hear the words “camp community” and why do you want to be part of one?

Personal Information

1. Do you have **physical limitations**? No Yes, please specify _____

2. Are you currently taking **medication**? No Yes, please specify _____

3. Have you ever been **convicted of a felony or misdemeanor** other than minor traffic offenses?
 No Yes, please specify _____
4. May we publish your contact information in the **Staff Directory**? No Yes
5. Would you be interested in **working one-on-one** with a child that has special needs or requires individualized attention/assistance? No Yes Maybe
6. What size **T-Shirt** do you prefer (you will be wearing them every day at camp)
Size Preference: S M L XL XXL
7. Do you have any **dietary needs**: No restrictions Vegetarian Vegan
 Gluten-Free Kosher Other _____

References

The final step of this application is your references. The reference form is available to you and your references on the *Employment* page of the Horizon Day Camp Website (or attached to the back of this application).

Please have this form completed by a minimum of **three** references. Please note:

- Family members do not count as references
- You may use **ONLY ONE** personal reference (colleague / adult family friend – no relatives)
- You must use at least two people who have supervised you
 - Teacher, professor, employer, supervisor, coach, etc.

Please list the names of your 3 references and how you know them here:

1. _____
2. _____
3. _____

AUTHORIZATION TO CHECK CRIMINAL RECORDS & APPLICANT'S STATEMENT

Horizon Day Camp will abide by the 1986 Maryland State Family Law and require all employees to have a criminal background check initiated prior to the first day of work.

I authorize Sunrise Day Camp to obtain information pertaining to any charges I may have for federal and state criminal law violations. This information will include convictions committed upon minors and adults, and will be gathered from any law enforcement agency of this state or any other state or federal government to the full extent permitted by law.

I understand that such access is for the purpose of considering my application as a staff member and that I expressly DO NOT authorize the camp, its directors, officers, employees, or other staff members to disseminate this information in any way to any other individual, group, agency, organization or corporation.

I certify that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be justification for dismissal if discovered at a later date.

I hereby authorize a thorough investigation of my past employment, education and activities, agree to cooperate in such investigation, and release from liability and responsibility all persons and businesses requesting or supplying such information.

I understand that any employment I might be offered is at-will and for no definite duration and that either I or the Agency can terminate that employment at any time with or without notice for any reason, and that no agreement to the contrary will be recognized by the Agency unless made in writing and signed by the Executive Director of the Agency. I understand that satisfactory completion of my probationary period will not change my status as an at-will employee.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

I understand that none of the Agency's practices or policies are to be construed as imposing any binding obligations on the Agency, and that they are subject to change or deletion at any time.

Although management makes every effort to abide by set work schedules, business needs may, at times, make the following conditions mandatory: overtime, a rotating work schedule, working on a holiday, deletion of work hours, or any other work schedule which differs from the set schedule. I understand and accept these as conditions of my continuing employment.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Under Maryland Law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and is subject to a fine not to exceed \$100.

Signed _____ Date _____
(Signature of Applicant)

Signed _____ Date _____
(Signature of Parent or Legal Guardian if Applicant is under 18)

PLEASE RETURN APPLICATION & REFERENCES TO:

Email: Subject: Staff Application: Your Name campregistrar@horizondaycamp.org
Snail Mail: Attn: Staff Applications 8 Market Street Suite 803 Baltimore, MD 21202
Fax: Attn: Staff Applications 410.510.1511