

CAMP RIVA-LAKE STAFF APPLICATION

We thank you for your interest in becoming a special part of our summer team at Camp Riva-Lake for Girls this summer. The staff is at camp from Wednesday, July 7th through after lunch on Monday, August 2nd. Please complete this form by **MARCH 1, 2011** and return it to: Lawrie Peyton, 3260 Ivanhoe Drive NW, Atlanta, GA, 30327. You will be notified upon the receipt of your application. Lawrie's home phone is 404-231-4242.

(Please type or print) Date of Application _____

Name _____

Date of Birth _____ Social Security Number _____

Permanent Address _____

Phone _____ Cell _____ E-mail _____

School/Business Address _____ E-mail _____

Parents' Names _____ Parents cell _____

Will you be attending Mass with Catholics on Sunday? _____

What type of position do you want at camp? _____

Past Work History: Please provide a full record of all employment – paid and volunteer- and explain any gaps in employment. Include any positions on camp staff.

Dates	Employer/Supervisor	Address and Phone	Nature of Work	Reason for Leaving

References: Give names and addresses of three persons (not relatives) having knowledge of your character, experience, work habits and ability.

Name	Relationship	Phone
		()
		()
		()

Camp Riva-Lake assumes no responsibility or liability for the use of this form.

Camp Experience

Dates	Camp & Director	Location	Camper or Staff?

Education

Years	School	Major Subjects	Degree Granted

Write a brief biographical sketch of yourself, including about your family, interests, schools, activities, specialized training and certification in camping, experience with children, and training in other fields, which might have bearing on the position(s) for which you are applying. Please e-mail your bio when you send in your application to: JPPLACE55@msn.com. If e-mail is not convenient, please send on a separate piece of paper with this application to the address listed above.

Camp Program Skills

In the following list, put a “T” before those activities you can organize and teach as an expert and an “A” for those activities in which you can assist. Please also mark “1st, 2nd, 3rd” by the activities in order of the ones you feel most qualified to teach. Put a “C” after those in which you have current certification and **attach a copy of YOUR CERTIFICATION.**

Arts/Crafts

- ceramics/pottery
 - drawing/painting
 - leather craft
 - photography
 - woodworking
 - beads/gimp/jewelry
 - nature art
-

Camp craft/Pioneering

- hiking
 - orienteering
 - outdoor cooking
 - outdoor living skills
 - overnights
 - wilderness trips
-

Productions

- dance
 - scenery/costumes
 - talent show
 - skits
 - sing alongs
 - musicals
 - aerobics/exercise
-

Sports

- archery
- basketball
- fishing
- golf
- gymnastics
- informal games
- soccer
- tennis
- track/field
- volleyball

Waterfront Activities

- canoeing
- diving
- kayaking
- sailing
- swimming
- synchronized swimming

Woodslore/Nature

- animals/animal care
 - astronomy
 - rocks and knots
 - weather
 - wildlife
 - trail blazing
-

Miscellaneous

- academics
 - farming/gardening
 - leadership development/CIT
 - team building
 - worship services
-

Certifications and Camp Support Staff Skills If you have a special current certification or license in the following area(s) please specify and **attach a copy of YOUR CERTIFICATION.**

Food Service

- Cooking/meal preparation**
 - Food handlers' permit/Certification**
 - Menu planning**
 - Purchasing**
 - Sanitation**
-

Health and Safety

- CPR
 - First aid
-

Professional Maintenance

- Auto mechanics
 - carpentry
 - electrical
 - plumbing
-

Waterfront Certification

- Boating
 - Lifesaving
 - WSI
-

Answer these questions ONLY if applying for a position requiring driving.

- Do you have a valid driver's license _____ YES _____ NO State _____
 - Do you have a current chauffeur's type license? _____ YES _____ NO
 - Do you have a commercial driver's license? _____ YES _____ NO
-

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 camp will evaluate the type of accusation and when it occurred before any decision is made.) YES _____

NO _____

Explain: _____

Criminal Record Have you ever been convicted of a crime, other than a minor traffic offense?

If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The camp will evaluate the type of conviction and when it occurred before any decision is made.)

YES _____ NO _____

Explain: _____

I understand that Camp Riva-Lake, Inc. may conduct, or have conducted on their behalf, a background check. Such background check may include obtaining information covering up to the last seven (7) years regarding my credit background, references, character, past employment, work habits, education, general reputation, personal characteristics, mode of living, judgment, liens, and criminal background.

I understand that I can read my rights under the Fair Credit Reporting Act at <http://www.ftc.gov> and I also understand that before I am denied employment based on information in the report, I will be provided a copy of the report and a description in writing of my rights.

I hereby authorize such background investigation, including any checks of criminal records, and release camp and all others from liability in connection with same.

I understand that, if employed, I will be an at-will employee until there is an agreement or law which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by the camp.

Signature _____

Date _____