

Applying for TMR Staff Positions

To apply for a staff position, complete the Staff Application and the **three (3)** of the “Official GNYC Written Reference Forms” that follow. To complete the application, print it out and fill it out by hand. It is not possible to type into this document. Written Reference Forms must also be completed by hand.

Guidelines for Written References:

- Written References are not required for applicants who were active, paid members of the Ten Mile River Staff in the summer prior to the season for which you are currently applying. All other applicants will be required to submit **three (3)** GNYC written reference forms along with their application.
 - *For example, if you were a paid staff member in 2004, you do not need written references for 2005.*
- Family members should not be asked to write written references. Some good suggestions for written references include Scouting Leaders, Teachers, Employers, etc.

Other Guidelines:

It is important to note that in order to be considered for **any** staff position, all youth applicants must:

- Be at least First Class Rank,
- Have their parent/guardian’s approval and signature, as well as their Unit Leader’s approval and signature. (Both signatures appear on the last page of the application).

updated February 2, 2005

SUMMER CAMP STAFF / COUNSELOR IN TRAINING APPLICATION

Date of Application _____

PERSONAL INFORMATION

Name: _____
Last
First
Middle

Address: _____
Street
Apt.
City
State/Zip

Daytime Phone #: _____ Social Security #: _____

Evening Phone #: _____ Cell Phone #: _____ E-mail: _____

Are you 18 years of age or older Yes No, If no please fill in your age here: _____

Driver License # _____ State: _____

CAMP APPLYING FOR (check box)

<u>ALPINE SCOUT CAMP</u>	<u>TEN MILE RIVER SCOUT CAMPS</u>	<u>WILLIAM H. POUCH SCOUT CAMP</u>
<input type="checkbox"/> John E. Reeves Cub World	<input type="checkbox"/> TMR Headquarters <input type="checkbox"/> High Adventure <input type="checkbox"/> Family Camp	<input type="checkbox"/> Camp Keowa <input type="checkbox"/> Camp Aquehonga <input type="checkbox"/> Camp Ranachqua <input type="checkbox"/> Pouch Day Camp

POSITION APPLYING FOR (see page 2)

First Choice: _____ Third Choice: _____
 Second Choice: _____ Fourth Choice: _____

Age 14 & 15: Counselor in Training – This is a program to familiarize a CIT with different programs areas of camp. Each CIT will experience different areas of Camp.

PREVIOUS SCOUTING/CAMP EXPERIENCE

CURRENT SCOUTING REGISTRATION: Unit Type & #: _____ Council: _____ Position: _____ Expiration: _____

Number of years in Scouting: _____ Cub Scouts: _____ Boy Scouts: _____ Explorers: _____ Venturers: _____ Girl Scouts: _____

Adult Leader: _____ Council: _____ District: _____ Youth Rank Achieved: _____

Jamboree/High Adventure Programs Attended: _____ Year: _____

Order of the Arrow: _____ Yes _____ No Years: Ordeal: _____ Brotherhood: _____ Vigil: _____

CAMP EXPERIENCE

CAMPS ATTENDED:

1. Camp: _____	<input type="checkbox"/> As a Youth <input type="checkbox"/> As a Leader	Number of Years _____
2. Camp: _____	<input type="checkbox"/> As a Youth <input type="checkbox"/> As a Leader	Number of Years _____
3. Camp: _____	<input type="checkbox"/> As a Youth <input type="checkbox"/> As a Leader	Number of Years _____

CAMP STAFF/POSITIONS HELD: (include any camp at which you have worked)

1. Position: _____	Year(s): _____	Camp: _____
2. Position: _____	Year(s): _____	Camp: _____
3. Position: _____	Year(s): _____	Camp: _____

REFERENCE INFORMATION

All **NEW** applicants must submit three (3) fully completed "Official Greater New York Councils Written Reference Form". This form can be downloaded from the Council's website www.bsa-gnyc.org, www.tenmileriver.org or call Camping Services at (201) 297-7453 to receive forms via mail. A "New" applicant is someone who **was not** on the payroll at any of the GNYC Summer Camps last season/year.

POSITION APPLYING FOR - GENERAL CAMP SKILLS AND KNOWLEDGE

CAMP STAFF POSITIONS

MINIMUM OF 21 YEARS OF AGE

Camp Director
Program Director
Aquatics Director
Chaplin
Business Manager
Shooting Sports Director
Senior Site Leader

Assistant Camp Director
Medical Director
C.O.P.E. Director
Climbing Director

MINIMUM OF 18 YEARS OF AGE

Archery Director
Quartermaster
Trading Post Manager
Assistant Ranger
Handicraft Director
Scout Skills Director

Commissioner
Site Leader
Ecology Director
Theme Area Director
Medical Personnel
Trek Guide

MINIMUM OF 16 YEARS OF AGE:

Archery Staff
Ecology Staff
Dining Hall Staff
Rifle Range Staff

B-B Range Staff
Scout Skills Staff
Trading Post Staff
Climbing Staff

Handicraft Staff
Aquatics Staff
Quartermaster Staff
COPE Staff

Mountain Bike Staff
Village Staff
Office Staff

(THE ABOVE REPRESENT MOST OF THE SUMMER CAMP POSITIONS. OPENINGS AND AVAILABILITY VARY BY CAMP)

AREAS OF EXPERTISE, TEACHING SKILLS AND KNOWLEDGE

List Top Five From List Below	Have Teaching Experience in	Confident to Instruct in	Areas Could Assist in
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PLEASE SELECT FIVE (5) CATEGORIES AND LIST THEM ABOVE

- | | | | | |
|----------------|---------------------|--------------------|-------------------|----------------|
| Archery | Art | Astronomy | Botany | Backpacking |
| Basketry | B-B Shooting | Bird Study | C.O.P.E. | Camping |
| Canoeing | Computers | Conservation | Fishing | Cooking |
| Forestry | Ecology | First Aid | Hiking | Lifesaving |
| Indian Lore | Medieval Times | Geology | Leadership Skills | Orienteering |
| Insect Study | Motor Boating | Rappelling | Leatherwork | Farm/Livestock |
| Mammals Study | Pool Operation | Small Boat Sailing | Nature Study | Reptile Study |
| Rifle Shooting | Shotgun Shooting | Pioneering | Field Sports | Woodcarving |
| Swimming | Rowing | Wood Working | Water Skiing | Rail Roding |
| Office Work | Wilderness Survival | Retail Sales | Song Leading | Model Trains |

EDUCATIONAL BACKGROUND

High School Name: _____ Year Graduated _____ Anticipated Year of Graduation _____

College/University Name: _____ Major: _____ Year Graduated _____

Degree: _____ Anticipated Year of Graduation _____

Technical/Vocational Name: _____ Major: _____ Year Graduated _____

Degree/Certificate: _____ Anticipated Year of Graduation _____

EDUCATIONAL BACKGROUND CONTINUED

Extra-Curricular Activities: _____

Academic Honors: _____

Athletic Activities: _____

Other: _____

SCOUTING OR CAMP RELATED TRAINING COMPLETED: (WRITE IN EXPIRATION DATES WHERE THEY APPLY)

___ National BSA Camp School
 Section Completed _____
 ___ BALOO
 ___ BSA Lifeguard
 ___ BSA National Leader Training

___ Project C.O.P.E. Certified
 ___ Leader Essentials
 ___ Philmont Participation
 ___ Woodbadge

___ Red Cross Responding to Emergencies
 ___ Red Cross C.P.R. (Standard or Pro)
 ___ NY or NJ Emergency Responder
 ___ NY EMT Certified

Hobbies & Other Information: _____

EMPLOYMENT INFORMATION

<u>MOST RECENT OR CURRENT EMPLOYER</u>	<u>JOB TITLE</u>	<u>NATURE OF JOB (EXPLAIN YOUR DUTIES)</u>	<u>DATES EMPLOYED</u>
<u>SUPERVISOR'S NAME</u>	<u>PHONE #</u>	<u>REASON FOR LEAVING JOB</u>	<u>SALARY</u>

1. If currently employed, can we contact your employer? ___ Yes ___ No
2. If hired, when would you be available to start work? _____
3. Have you ever been discharged or asked to resign from a job? ___ Yes ___ No If yes, Why? _____
 (Attach a separate sheet if needed)
4. If you are under 18 years of age, can you furnish working papers? ___ Yes ___ No
5. Have you ever filed an application with GNYC summer camp before? ___ Yes ___ No If yes, when _____
6. Have you ever been employed at another Council's Scout Camp(s) before? ___ Yes ___ No
 6A. If yes, what Council _____ Year _____
7. Have you been convicted of a felony? ___ Yes ___ No, If yes, give details on a separate sheet of paper.
 (You may answer "NO" if your conviction has been ordered sealed, expunged, or eradicated)
8. Do you use illegal drugs? ___ Yes ___ No
9. Have you ever been charged with any form of Child Abuse? ___ Yes ___ No, If yes, give details on a separate sheet of paper.
10. Are you permitted to be legally employed in this country? ___ Yes ___ No
11. State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

****If joining as a Counselor in Training, I understand that this is not a staff position, and that I am in a training program. I understand that no salary is payable, but that if I successfully complete this training, a stipend is payable.**

I hereby understand and acknowledge that unless otherwise defined by applicable law, and employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment may not be changed by any written document or by conduct unless such changes are specifically acknowledged in writing by an authorized executive of this organization. I understand that my employment can be terminated, with or without cause at any time at the discretion of either the company or myself. I understand that no management official other than the Scout Executive has any authority to enter into any agreement contrary to the foregoing or to make any oral assurance or promise of continued employment.

In making this application, it is understood that an investigative report be made that may include information about your business or personal life. This information may be obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom you are acquainted, and, when deemed necessary, by obtaining reports from consumer or credit reporting agencies. Under some circumstances, certain reports may be "consumer reports" or investigative consumer reports." Under the Fair Credit Reporting Act, you are entitled, upon request in writing, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by the Boy Scouts of America for these reports.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an Employment decision. I authorize all my previous employers, schools, and other references to furnish the information requested. I understand that the results of any investigation may be disclosed to other employees involved in the hiring process and I consent to the dissemination of the results of any investigation to such employees. I hereby declare that the information provided by me in this Application for Employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application may result in my disqualification for employment or in my discharge.

Note to Applicants; DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job should be made available in advance.

No _____ Yes _____

Signature of Applicant

Date

MAIL TO:

Greater New York Councils, BSA
Camping Services
PO Box 377
Alpine NJ 07620
(201)297-7453

Signature of Parent or Guardian (when under 18)

Date

Scoutmaster/Advisor Signature of Recommendation

Date

BELOW IS FOR CAMP DIRECTOR/DESIGNEE USE ONLY

FIRST INTERVIEW DATE: _____

BY: _____

SECOND INTERVIEW DATE: _____

BY: _____

HIRED? YES NO

CAMP: _____

POSITION: _____

SALARY: _____

NOTES: _____



**SUMMER CAMP STAFF APPLICANT
REFERENCE LETTER**

Dear _____ :

(Applicant's Name) _____ has applied for a summer camp staff position with the Greater New York Council's, Boy Scouts of America **CAMP** _____. We would appreciate your careful consideration of this person as a potential childcare worker. We ask that you take the time to complete this form and return within 3 days of receipt, so we may proceed with the applicant's file.

How long have you known the applicant? 1-3 years 3-5 years more than 5 years

In what capacity? _____

CHECK ONE

PERFORMANCE AREAS	EXCELLENT	GOOD	FAIR	POOR
1. Work with children in a group living situation and serve as a positive role model.				
2. Ability and history of being punctual, clean and prepared for assigned duties				
3. Fulfill all responsibilities - be self-motivated to do so.				
4. Get along with other staff - contribute to the well-being of the camp community.				

(Over)

What strengths and weaknesses do you believe this person may lack in working with children in a camp Setting? _____

Would you hire this person to care for your own children? _____

How would you describe this person's character? _____

Any additional information you feel may be helpful in considering this applicant? _____

REFERENCE PROVIDER'S INFORMATION ONLY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature _____ Date _____

Daytime Phone: _____ Evening Phone: _____

E-Mail: _____

APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

I, (print full name) _____ request and authorize you to furnish to Greater New York Councils, Boy Scouts of America any and all information concerning employment record, my school record, medical record, criminal record, and me. Please include any and all information of a confidential or privileged nature if it is requested. This information is used to assist the Boy Scouts of America in determining my qualifications and fitness for the position I am seeking.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested.

Applicant's Signature _____ Date _____

You must print clearly

OFFICE USE ONLY

Phone Verified by: _____ Your Position: _____

Based on the information contained on this reference AND the information you obtained during the phone verification,

Should this applicant be considered for a summer camp staff position? **YES** **NO**