

Boone County Conservation District

Camp Staff Application

Deadline for application: **April 30th**

☞ This application will be valid for 120 days.

Return To:
 Boone County Conservation District
 603 N. Appleton Rd.
 Belvidere, IL 61008
 Attn: Camp Director

Please print neatly or type

Date of Application _____

Name _____

Permanent Address _____
Number & Street City State Zip

Phone (____) ____ - ____ Cell phone (____) ____ - ____ Email _____

For what position are you applying? Lead Redwing Lead Ducktail Jr. Redwing Jr. Ducktail Any

Do you meet or exceed minimum age requirements for that position? Yes No

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? Yes No

Past Work History Provide a full record of all employment, paid and volunteer. Use a separate sheet, if necessary.

Dates	Employer/Supervisor	Phone	Position & Duties	Reason for Leaving

List any employer you **do not** want us to contact, and the reason. _____

References Please list three persons (not relatives) having knowledge of your character, experience, work habits and ability. If you are currently enrolled in school, please include one of your teachers/professors.

Name	How Does This Person Know You?	For How Long?	Phone

Camp Experience (May also include any retreat experience.)

Dates	Name of Camp and Location	Type of Camp/Retreat	Camper or Staff?

Education High School and Beyond

Years Attended	School	Areas of Study	Degree Granted or Current Year in School
	HIGH SCHOOL		
	COLLEGE		
	OTHER		

Write a brief biographical sketch; include any specialized training in outdoor activities, and experience or training in other fields which might have a bearing on the position for which you are applying. Attach a separate sheet if necessary.

Please answer the following questions. Use additional paper if necessary.

1. Describe a recent party or event that you helped plan. Please be specific as to your role and responsibilities.

2. What is your favorite outdoor, nature-related memory?

3. Tell me about your best friend.

4. What do you think are the responsibilities of a camp counselor?

5. What contributions do you think you can make to camp?

6. 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 or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp 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 type of conviction and when it occurred will be evaluated by the camp before any decision is made.)

Yes No

Explain _____

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless 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 untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Signature _____ **Date** _____

All statements become part of any future employee personnel files.