

Camp Sertoma

Located at 459 Johnson Road, Kirkwood, NY 13795

2017 Camp Sertoma Employment Application

Dear Camp Applicant:

Thanks for your interest in employment at Camp Sertoma. Please complete the attached information as soon as possible for consideration of available staff positions. Attached are:

Employment Application- a standard form. Please be sure to sign it. Indicate on "position desired" the job(s) you wish to be considered for.

Skills Inventory- a list and ranking of skills that are helpful at Camp. Please use the ranking system detailed on the form. (1-things you know well and can teach, 2-things you know well and can assist teaching, 3-things you can do well). This form is relevant to determining Camp type skills and we tend to interview those with the most skills.

Reference Forms (2)- A sample form with the information we need from your reference. These do not have to be submitted with the application, but two documented references are needed before hiring. A letter of reference or phone reference may also be used. These may be directly mailed from your reference to our office (Please use Camp Sertoma-90 Clinton Street, Binghamton, NY 13905) as our mailing address.

Not all applicants are interviewed. We will contact you by mail shortly after all positions are filled. Your application will be shared with other Boys & Girls Club Units and kept on file for one year.

Sincerely,

Meridith Jackson and Megan Anechiarico
Camp Directors

Binghamton Boys & Girls Club, 90 Clinton Street, Binghamton, NY 13905 (607) 723-7404

BOYS & GIRLS CLUBS OF BINGHAMTON
APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PERSONAL INFORMATION

Date _____

Social Security #

NAME (Last, First, Middle)

ADDRESS (Number and Street, City, State, Zip Code)

PHONE NO.

() _____

POSITION DESIRED

Full-Time

Part-Time

EDUCATION

NAME AND ADDRESS OF SCHOOL

MAJOR

DEGREE/
DIPLOMA?

High School

College

Trade,
Business,
Other

Special Skills and Qualifications: List job-related licenses, skills, training, honors, awards, and special accomplishments

In Case of Emergency Notify:

Address	Name	Relationship	Phone Number
_____	_____	_____	_____

Have you ever worked for the Boys & Girls Club Organization before? Yes No

If yes, where _____

EMPLOYMENT HISTORY: (Start with present or last position)

Employer: _____
Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ From: _____ To: _____
Duties: _____
Salary: _____ Reason for Leaving: _____

Employer: _____
Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ From: _____ To: _____
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Employer: _____
Address: _____
Supervisor: _____ Phone: _____
Position Title: _____ From: _____ To: _____
Duties: _____
Salary: _____ Reason for Leaving: _____

May we contact your present employer? Yes _____ No _____

REFERENCES: (Exclude relatives and former employers)

<u>Name/Title</u>	<u>Address and Phone No.</u>	<u>Occupation</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I certify that the information contained in this application is true and complete to the best of my knowledge and understand that any false information on this application may be grounds for not hiring me.

DATE _____ SIGNATURE _____



CAMP SERTOMA
APPLICANTS SKILLS INVENTORY



NAME: _____

THE FOLLOWING LIST WILL ALLOW US TO BETTER ACQUAINT OURSELVES WITH YOUR CAMP RELATED SKILLS. On the following lists put "1" before the activities you can organize and teach, "2" before those activities you can assist in teaching, and "3" before those activities you can do well. Please be honest with yourself as you may be called upon to teach or assist based on this sheet.

ARTS & CRAFTS

- Ceramics
- Indian Crafts
- Leather Work
- Nature Crafts
- Painting
- Photography
- Dark Room
- Print Making
- Scrap Crafts
- Sculpture
- Sketching
- Weaving/Macramé
- Wood Working

NATURE

- Acclimatization
- Animals
- Birds
- Conservation
- Ecology
- Flowers
- Forestry
- Insects
- Nature Trail
- Construction
- Pond Life
- Rocks & Minerals
- Trees

AQUATICS

- Advanced Life Guarding
- Canoeing
- Canoe Tripping
- Competitive Swimming
- Diving
- Preschool/Infant Swim
- Rowing
- Swimming
- Synchronized Swimming
- Water Games
- Water Safety
- List Certificates: _____.
- _____.

ATHLETICS

- Archery
- Badminton
- Basketball Officiating
- Field Hockey
- Fishing
- Floor Hockey
- Groups Games
- Gymnastics
- Karate
- Obstacle Course
- Skateboarding
- Soccer
- Soccer Officiating
- Softball
- Softball Officiating
- Tennis
- Track & Field
- Trampoline
- Tumbling
- Volleyball
- New Games

HORSMANSHIP

- Conditioning
- Grooming
- Purchasing of Horses
- Riding
- Small Livestock Care
- Stable Management

CAMPING SKILLS

- Backpacking
- Fire Building
- Hiking
- Knife & Axe
- Map & Compass
- Outdoor Cooking
- Overnight Camping
- Shelter Building
- Survival Skills

MUSIC & DRAMA

- Creative Dramatics
- Folk Dances
- Indian Dances
- Instruments:
- Lead Singing
- Play Directing
- Puppetry
- Skits & Stunts

MISCELLANEOUS

- Campfire
- Programs
- Cooking
- CPR
- Certificate Type: _____.
- First Aid
- Certificate Type: _____.
- General Office Work
- Indian Lore
- Nutrition
- Storytelling
- Value Certificate
- Youth Group Leader



CAMP SERTOMA
BOYS & GIRLS CLUBS OF BINGHAMTON
90 CLINTON ST
BINGHAMTON, NEW YORK 13905

_____ has applied for the position of _____ with our organization. We would like to have your confidential estimate of the applicant for this type of work. As you check the ratings below and write comments, please keep in mind that everyone has both strengths and weaknesses and that a helpful reference covers limitations as well as assets.

Qualities & Abilities	Excellent	Good	Fair	Weak	No Basis or Judgement
1. Leadership					
2. Judgement					
3. Ability To Plan Program					
4. Dependability					
5. Supervision Skills					
6. Initiative					
7. Maturity					
8. Sense of Humor					
9. Imagination & Creativity					
10. Teaching Ability					
11. Ability To Express Oneself Orally					
12. Ability To Express In Writing					
13. Ability To Meet And Work Easily With Various Kinds of People					
14. Relationship With Children					

Additional comments on applicants assets for a Boys/Girls club position and any limitations which might prove a handicap. _____

How have you known applicant? _____ In what capacity? _____
If formerly employed by you why did applicant leave? _____

Signature: _____ Date: _____

Organization & Position: _____