

New Hope Camp and Conference Center, Inc.

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 www.newhopeccc.org

Return To:
 New Hope Camp and Conference Center Inc.
 Attn: Summer Staff
 4805 Hwy 86
 Chapel Hill, NC 27514

SUMMER STAFF APPLICATION

(Please Print)

Name _____ SSN# _____

Permanent Address _____
(Street) (City) (State) (Zip)

Phone (____)____-____ Fax (____)____-____ Email _____

School or Business Address _____
(Street) (City) (State) (Zip)

Phone (____)____-____ Fax (____)____-____ Dates Available: _____

Position that you are applying for _____ Salary desired _____

Do you meet or exceed any minimum age requirements for that position? Yes No Don't Know Minimum Age

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

If you are hired, would you desire or need housing at NHCCC? Yes No

If so, would you desire or need housing at NHCCC for any person(s) other than yourself? Yes No

Past Work History Provide a full record of all employment – paid and volunteer – and explain any gaps in employment. Include any positions on camp staff. Use a separate sheet if necessary.

Dates	Employer/Supervisor	Address and Phone	Nature of Work	Reason for Leaving
1 (from) _____ (to) _____	_____	_____	_____	_____
2 (from) _____ (to) _____	_____	_____	_____	_____
3 (from) _____ (to) _____	_____	_____	_____	_____

Indicate any employer you **do not** wish us to contact and the reason _____

Be sure to copy and distribute reference form to three people for completion. References may be (but are not limited to) camp directors, ministers, youth leaders, teachers/professors, or employers. **References may not be family, friends, or fellow students.**

References may fax or mail the completed form in to New Hope Camp and Conference Center.

Application is not complete without three reference forms received in the NHCCC office.

For Official Use Only

Application Received: _____	Interview Date: _____
Reference 1: _____	Second interview: _____
Reference 2: _____	Hired: Not Hired: _____
Reference 3: _____	Starting Salary Grade: _____

What contribution do you think a well-run camp can make to children? _____

Camp Program Skills

In the following categories please list specific skill/expertise you possess. Also please indicate which you can organize and teach and those you can assist teaching. Indicate any area in which you have current certification and attach a copy of your certification.

Adventure/Challenge: Can Teach _____
Can Assist _____
Certified _____

Arts/Crafts: Can Teach _____
Can Assist _____
Certified _____

Campcraft/Pioneering: Can Teach _____
Can Assist _____
Certified _____

Dance: Can Teach _____
Can Assist _____
Certified _____

Drama: Can Teach _____
Can Assist _____
Certified _____

Music: Can Teach _____
Can Assist _____
Certified _____

Nature: Can Teach _____
Can Assist _____
Certified _____

Sports/Fitness: Can Teach _____
Can Assist _____
Certified _____

Waterfront Activities: Can Teach _____
Can Assist _____
Certified _____

Leadership Activities: Can Teach _____
Can Assist _____
Certified _____

Certifications and Camp Support Skills

Please indicate where you have experience and skills. Indicate which you hold current certification and attach a copy of your certification. You may also list those items in which you have been previously certified and feel capable of doing a challenge review.

Level/Type

Certified? Y/N

Can Re-certify? Y/N

CPR	_____	_____	_____
First Aid	_____	_____	_____
Nursing	_____	_____	_____
Lifeguard	_____	_____	_____
Water Safety Instructor	_____	_____	_____
Swimming Instructor	_____	_____	_____
Other	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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

Do you have a valid Driver's License? Yes No

Do you have a current chauffeur's-type license or commercial license? Yes No

Harrassment

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

If yes, please explain _____

Criminal Record

Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (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

I authorize investigation of all statements herein, including any checks of criminal record, and release the camp and all others from liability in connection with the 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 other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Signature _____

Date _____

Printed Name _____

Date _____

All statements become part of any future employee personnel files.

New Hope Camp and Conference Center, Inc. is managed by a Board of Directors representing The Church of Reconciliation, Hawfields Presbyterian Church, Hillsborough Presbyterian Church, New Hope Presbyterian Church, University Presbyterian Church and Westminster Presbyterian Church.