

Camp Howard

825 NE 20th, Suite 320
Portland, Oregon 97232
503-231-9484

SUMMER CAMP STAFF REFERENCE FORM

This section is to be completed by applicant:

Applicant's Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

Position Applying for 1. _____ 2. _____

The above named person is applying for a summer staff position at Camp Howard. It is of great importance to us to obtain objective and valid statements from people who have some personal knowledge of the applicant's ability and character. I invite you to include personal notes regarding the qualifications of the applicant or any other pertinent information. The early return of this form will be appreciated as it will expedite the processing of this candidates's application. Any information which you may give us will be regarded as strictly confidential.

How long have you known the applicant? _____ In what capacity? _____

Please describe how the applicant has demonstrated maturity of judgement. _____

Have you observed the applicant in a leadership role with children? If so, please describe your observations. _____

How and why would this applicant be a good Christian role model for children? _____

Given that we all have areas we can improve, what would you consider this applicants weakness to be?

Would you trust your child under this persons care? _____

Please rate the applicant in the following areas. Also take into consideration that most people do not excel at everything. Your honesty in this area will help us find the right position at camp for the applicant. Thank You!

	Excels	Above Average	Average	Below Average	Unknown
Flexibility / able to adjust					
Respect for others					
Dependability / Honest					
Ability to work with children					
Health and stamina					
Self-esteem					
Ability to follow directions					
Ability to handle stress					
Sense of humor					
Patience					
Emotional stability					
Ability to supervise adults					
Safety conscious					
Problem solving					
Willingness to accept supervision					
Enthusiasm					
Team worker					
Organization / Time management					
Initiative					
Communication skills					
Common sense					

Please check the characteristics that best describe the applicant.

LEADERSHIP

Always takes the lead Comfortable in the leader role Prefers to follow
 Makes some effort to lead

EMOTIONAL TEMPERAMENT

Balanced and controlled Relatively stable Sometimes well balanced
 Always cheerful Overresponds emotionally Tends to be moody

PERSONAL

Friendly / Outgoing Reserved Shy / Quiet
 Extrovert

SOCIAL INTERACTION

Avoided by others Well liked Tolerated by others
 Sought out by others Usually just blends in

Signature _____ Date _____
 Title _____ Phone _____

Please return this form to:

Mike Raffaele, Camp Director, 825 NE 20th Ave. Ste 320; Portland, Oregon 97232

Camp Howard

825 NE 20th Ave., Suite 320
Portland, Oregon 97232
503-231-9484 Fax 503-2319531

Name _____ Social Security No. _____

Permanent Address _____

City _____ State _____ Zip code _____

Phone () _____ E-mail _____

Present Address _____

City _____ State _____ Zip code _____

Phone () _____ Best time to reach you? _____

If present address is temporary, dates you can be reached there? _____

Position(s) you are applying for? _____

Dates available: From ____/____/____ To ____/____/____

How did you find out about this position? _____

Are you over the age of 18? _____ Are you over the age of 21? _____

EDUCATION

<u>School</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Major/minor</u>	<u>Degree</u>
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CAMP EXPERIENCE

<u>Dates</u>	<u>Camp</u>	<u>Operated by</u>	<u>Camper or staff</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Dates Employer Position Reason for leaving

PERSONAL REFERENCES

List three people, not related to you, who have definite knowledge of you qualifications for the positions for which you are applying. Use at least one of your supervisors from a present or recent job. If you have previous camp experience, one should be from your former Camp Director or supervisor.

Name Position Phone number

I give my permission for any of the names on this form and other persons who may have knowledge of my qualifications to be used as references. Yes _____ No _____

1. Have you ever been arrested and or convicted, or are you currently under investigation for any crime including a traffic violation? Yes _____ No _____

If yes, please describe the crime, and tell us the date, state and city. _____

2. Have you ever been arrested and or convicted or are you currently under investigation for any charge related to child abuse or molestation? Yes _____ No _____

3. Have you ever been arrested for a crime that there has not yet been an acquittal or a dismissal? Yes _____ No _____

CERTIFICATIONS

Please list any certifications you hold and expiration dates.

First Aid _____ CPR _____

Other _____

**** Please send a photocopy of all certifications with your application. Thank you!**

Interests and Activity skills

From the following list rate yourself by circling the number that describes your ability.

0 - Not interested 1 - Interested 2 - Have experience 3 - Can assist teaching
4 - Can organize & teach

- | | | | | | |
|-----------|-------------------|-----------|-------------------------|-----------|---------------------|
| 0 1 2 3 4 | Arts & Crafts | 0 1 2 3 4 | Wildlife identification | 0 1 2 3 4 | Lg group games |
| 0 1 2 3 4 | Nature | 0 1 2 3 4 | Science | 0 1 2 3 4 | Sm group games |
| 0 1 2 3 4 | Story telling | 0 1 2 3 4 | Modern dancing | 0 1 2 3 4 | Soccer |
| 0 1 2 3 4 | Outdoor cooking | 0 1 2 3 4 | Theater | 0 1 2 3 4 | Volleyball |
| 0 1 2 3 4 | Backpacking | 0 1 2 3 4 | Skits | 0 1 2 3 4 | Softball & baseball |
| 0 1 2 3 4 | Camping | 0 1 2 3 4 | Archery | 0 1 2 3 4 | Liturgy |
| 0 1 2 3 4 | Hiking | 0 1 2 3 4 | Riflery | 0 1 2 3 4 | Devotions |
| 0 1 2 3 4 | Astronomy | 0 1 2 3 4 | Basketball | 0 1 2 3 4 | Canoeing |
| 0 1 2 3 4 | Envir. studies | 0 1 2 3 4 | Football | 0 1 2 3 4 | Song leading |
| 0 1 2 3 4 | Foreign languages | 0 1 2 3 4 | Swimming | 0 1 2 3 4 | Musical instrument |

Please explain your experiences related to the position you are applying for.

Please tell us why you would like to work at Camp Howard.

Please define what it means to be a good Christian role model. How do you see yourself in this role?

I certify that all information given on this application and any supporting information is true and complete, and I authorize a complete investigation. I agree that, if hired, I may be discharged from CYO/Camp Howard at any time if learns of any falsification or material omissions in the information I have provided, and if discovered prior to hiring, I would be ineligible for consideration for this and any future positions.

I authorize CYO/Camp Howard to contact all former and current employer references listed, as well as any educational institutions. All references are authorized to release to CYO/Camp Howard all information requested that they might have about me. I hereby release all references and CYO/Camp Howard from liability which might be claimed because of information provided by such references. I understand CYO/Camp Howard is committed to promoting safety and high standards of employee performance, productivity, and reliability. In order to achieve this, finalists may be subject to a drug test prior to being hired to assure the applicant does not currently have narcotics, sedatives, stimulants and other controlled substances and or mood altering substances in his/her body. I understand if I have such substances in my body at the time of the drug test, CYO/Camp Howard will not hire me. I further understand that at any time during my employment with CYO/Camp Howard, my supervisor, or any other person in a supervisory position, may require, as a term and condition of continued employment, a urine test or blood alcohol test if they have reasonable suspicion that I am under the influence of substances that might result in harm to myself or others.

I further understand that if I am selected as a finalist for any position with CYO/Camp Howard, the agency can request a criminal investigation. (Note: you will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based on the totality of the circumstances, such as; the nature of the crime, the date of the conviction, the type of work involved, etc.).

I understand that CYO/Camp Howard reserves the right to add to, change, or delete their policies, procedures, work rules, and benefits at any time and that no agency has the authority to enter into any agreement, for any particular period of time, or contrary to the above terms, unless that agreement is set forth in writing and signed by the Executive Director of the agency.

I understand that I am to have a completed Health form turned in prior to working at Camp Howard.

Applicants Signature

Date

SS#

Note: No consideration of employment will be given to any applicant that does not sign the above statement.