

2009 Staff Application

10179 Crosstown Circle
 Eden Prairie, MN 55344
 952-922-2545
 800-242-1909
 952-922-7149 (fax)
 www.lincoln-lakehubert.com



| APPLICANT INFORMATION | | | |
|-----------------------|-------|---------------------|---------------------|
| Last Name | First | M.I. | Date |
| Home Address | | Apartment/Unit # | |
| City | State | ZIP | |
| Other Address | | Apartment/Unit # | |
| City | State | ZIP | |
| Phone | | E-mail Address | |
| Social Security #: | | Driver's License #: | Date of Birth: |
| Date Available: | | Date of Last Final: | Date School Begins: |

| EDUCATION | | | | |
|-------------|----|-------------------|--|--------|
| High School | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| College | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |
| Other | | Address | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree |

Positions applying for: *(Check all that apply)*

- | | | |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Counselor | <input type="checkbox"/> Food Service | <input type="checkbox"/> Health Aide |
| <input type="checkbox"/> Office | <input type="checkbox"/> Activity Leader | <input type="checkbox"/> Trip Leader |

Nurse: *circle:* RN LPN GN

Preferred Start Date: 5/14 5/18 5/25 5/31 6/6

Preferred End Date: 8/12 8/19 8/24 9/9

Age Preference: Rank 1 though 4; (1=first choice, 2 =second choice, etc.) Ages 7-9 ___ 9-11 ___ 11-13 ___ 14-17 ___

How did you learn about us?

- | | |
|--|--|
| <input type="checkbox"/> I'm a former camper | <input type="checkbox"/> Internet site _____ |
| <input type="checkbox"/> I'm a former LT | <input type="checkbox"/> Ad in newspaper |
| <input type="checkbox"/> Former camper/staff _____ | <input type="checkbox"/> Other _____ |

| PREVIOUS EMPLOYMENT | | |
|---------------------|----|--------------------|
| Company | | Phone () |
| Address | | Supervisor |
| From | To | Reason for Leaving |
| Company | | Phone () |
| Address | | Supervisor |
| From | To | Reason for Leaving |
| Company | | Phone () |
| Address | | Supervisor |
| From | To | Reason for Leaving |

| REFERENCES | |
|---|--------------|
| <i>Please list three professional references.</i> | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |
| Full Name | Relationship |
| Company | Phone () |
| Address | |

Health Information

Realizing that camp counseling often involves extensive physical activity, please list any special conditions, problems or limitations including physical or mental impairments, that might interfere with your ability to perform the job for which you are applying:

Do you have any special dietary needs? Yes____ No____

Are you a vegetarian? Yes____ No____

Are you required to take any medications? Yes____ No____

If yes, please describe type and purpose: _____

Are you willing to obtain necessary certifications if you do not already have them? Yes____ No____

Camp Staff Profile

Please use additional pages if needed.

1. What contribution do you believe an effective staff member can make for our campers?
2. What do you perceive to be the responsibilities of a camp staff member?
3. What activities and leadership experiences have you been involved in? Include any experience working with children?
4. What do you foresee being your greatest challenge with the lifestyle of camp? How will you manage the challenges?
5. Please write a brief autobiography. Describe your family background, interests, aims, education, past experiences away from home and/or anything else you feel is relevant to working at a summer camp for children that would make you an excellent candidate.
6. What is your concept of loyalty as it relates to your relationship to your employer?

Camp Activities: On the following list, please put a number "1" at the left of those activities you could organize, coach and teach proficiently. You must be personally skilled and experienced. Put a number "2" by those activities you could actively assist in teaching. Put a "3" by those activities to which you have had some exposure. (Score these carefully and completely as they have an important bearing on your employment possibilities.)

Adventure

- _____ High Ropes
- _____ Low Ropes
- _____ Rock Climbing Wall
- _____ Zip Line

Archery

- _____ Archery

Canoeing

- _____ Lake
- _____ Whitewater

Ceramics/Pottery

- _____ Firing
- _____ Hand Building
- _____ Potter's Wheel
- _____ Sculpting

Computer

- _____ Journalism
- _____ Photography
- _____ Video Editing

Crafts

- _____ Candle Making
- _____ Leather Craft
- _____ Macrame/Hemp
- _____ Tie Dye
- _____ Weaving
- _____ Woodwork

Dance

- _____ Hip Hop
- _____ Ballet
- _____ Jazz
- _____ Line
- _____ Modern

Drama

- _____ Acting
- _____ Drama Production
- _____ Mime

Fitness

- _____ Cross Training
- _____ Personal Fitness
- _____ Step Aerobics
- _____ Yoga

Martial Arts

- _____ Karate
- _____ Kickboxing (Taeko)
- _____ Self Defense
- _____ Tae Kwon Do

Gymnastics

- _____ Beam
- _____ Tumbling & Floor
- _____ Spotting

Horseback Riding

- _____ Western
- _____ English
- _____ Horse Care
- _____ Stable Management

Kayaking

- _____ Lake
- _____ Whitewater

Kitchen

- _____ Cooking
- _____ Baking
- _____ Food Prep
- _____ Supervision/Mgmt

Landsports

- _____ Badminton
- _____ Baseball
- _____ Basketball
- _____ Cricket
- _____ Disk Golf
- _____ Golf
- _____ Lacrosse
- _____ Soccer
- _____ Softball
- _____ Track - Field
- _____ Track-Running
- _____ Ultimate Frisbee
- _____ Volleyball
- _____ Other_____

Languages

- _____ French
- _____ Sign
- _____ Spanish
- _____ Other_____

Mountain Biking

- _____ Mountain Biking
- _____ Bike Maintenance

Music

- _____ Guitar
- _____ Lead Group Singing
- _____ Piano
- _____ Other_____

Nature/Ecology

- _____ Animal Care
- _____ Plant & Animal Identification

Office

- _____ Bookkeeping
- _____ Data Entry
- _____ PC Computer Skills
- _____ Secretarial
- _____ Typing

Painting

- _____ Fabric
- _____ Oil Painting
- _____ Sketching
- _____ Watercolor

Riflery

- _____ NRA Level_____
- _____ .22 Rifles
- _____ Trap Shooting

Rowing/Crew

- _____ Rowing/Crew

Sailing

- _____ Racing
- _____ Sailboat Maintenance
- _____ Sailing
- _____ Windsurfing

Swimming

- _____ Basic Water Safety
- _____ Competitive
- _____ Life Saving
- _____ Swimming
- _____ Water Aerobics
- _____ Water Games

Tennis

- _____ Beginner
- _____ Intermediate
- _____ Advanced

Wilderness/Trips

- _____ Backpacking
- _____ Camping Skills
- _____ Fishing
- _____ GPS/Compassing
- _____ Hiking
- _____ Orienteering
- _____ Outdoor Cooking

Other

- _____ Calligraphy
- _____ Campfire Programs
- _____ Cheerleading/Flags
- _____ Creative Writing
- _____ Juggling
- _____ Knitting
- _____ Story Telling
- _____ Other_____

Current Certifications

- Required First Aid/CPR**
Date Received_____
- Lifeguard Certification**
Date Received_____
- Water Safety Instructor**
Date Received_____
- EMT**
Date Received_____
- Wilderness First Responder**
Date Received_____
- Wilderness First Aid**
Date Received_____
- Ropes Course Instructor**
Date Received_____
- Riding Instructor**
Date Received_____
- Riflery Instructor**
Date Received_____
- Archery Instructor**
Date Received_____
- Other**_____

The activity area you would most like to teach in is?

1st Choice_____

2nd Choice_____

3rd Choice_____

***** Please choose three areas (the areas are the headings in bold type) as you will most likely be responsible for teaching more than one activity in a specific area. *****

Describe your qualifications and experience in your area choices:

1st Choice_____

2nd Choice_____

3rd Choice_____

IMPORTANT GUIDELINES FOR CAMP LINCOLN/CAMP LAKE HUBERT STAFF MEMBERS

As a staff member, you will be giving up a great deal of privacy and comfort, working long demanding hours, adhering to camp policies, which may be limiting (curfew, time on, time off, lack of privacy, etc.)

I understand and will adhere to the lifestyle change that camp may bring with it. ____Yes or ____No

Smoking: Smoking is not permitted on camp property at any time. Will you adhere to this policy? ____Yes or ____No

Illegal Drugs: Possession of, being under the influence of, or being on camper property with any illicit drug like marijuana is not permitted and will result in immediate dismissal. All staff are expected to be ready for work with campers anytime they are on camp or at a camp function. Will you adhere to this policy? ____Yes or ____No

Alcohol: Absolutely NO alcoholic beverages may be brought onto camp property and no one may return to camp under the influence. Will you adhere to this policy? ____Yes or ____No

Miscellaneous: Body piercings (other than ears – female staff only) are to be removed and tattoos completely covered while on camp property. Extreme hair coloring/cutting are not permitted during the camp season. Earrings, while on camp property, and facial stubble are not acceptable for male staff. Will you adhere to this policy? ____Yes or ____No

Describe the location of any piercings and design, size, and location of any tattoos:

Background Information

If you answer "YES" to any of the following three questions, please indicate on a separate piece of paper, the convictions, locations, police or court dates and circumstances.

1. Have you ever been convicted of, or pleaded guilty to, a criminal charge of child abuse or sex related crimes? ____Yes or ____No
2. Are you now under allegations for any violation of the law? ____Yes or ____No
3. During the past ten years, have you been convicted, imprisoned, on probation or on parole (**Includes felonies, misdemeanors, firearms, or explosive violations and all other offenses**)? ____Yes or ____No

Please read and initial beside each paragraph

____ I authorize Camp Lincoln/Camp Lake Hubert to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all those employers, references, academic institutions, and Camp Lincoln/Camp Lake Hubert from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment at Camp Lincoln/Camp Lake Hubert.

____ I further understand that any false or misleading statements will be sufficient cause for rejection of my application if Camp Lincoln/Camp Lake Hubert has not employed me and for immediate dismissal, if Camp Lincoln/Camp Lake Hubert has employed me.

____ I hereby authorize Camp Lincoln/Camp Lake Hubert or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background for employment or volunteer purposes. I hereby fully release and discharge my prospective employer or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.

____ I understand that nothing in this employment application, in Camp Lincoln/Camp Lake Hubert policy statements or personnel guidelines or in any communication with any Camp Lincoln/Camp Lake Hubert official is intended to create an employment agreement with me. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon Camp Lincoln/Camp Lake Hubert unless it is made in writing and signed by the director(s).

____ In the event of my employment with Camp Lincoln/Camp Lake Hubert, I will comply with all rules, regulations, and policies set forth in Camp Lincoln/Camp Lake Hubert's personnel policy or other communications distributed by Camp Lincoln/Camp Lake Hubert. I understand that Camp Lincoln/Camp Lake Hubert has the right to modify its policies without giving me any notice of the changes. I understand that if an employee relationship is established, I have the right to terminate my employment at any time for any reason with penalty. I also understand that Camp Lincoln/Camp Lake Hubert retains the right to terminate my employment at any time for any reason with or without penalty.

____ I understand that Camp Lincoln/camp Lake Hubert conducts drug tests for all employees.

TODAY'S DATE: _____

Signature: _____

What number should we call to speak with you concerning 2009 Staff Possibilities? _____

I've downloaded 3 reference forms from the website and will give them to my references to complete.

PLEASE RETURN COMPLETED APPLICATION TO:
Camp Lincoln/Camp Lake Hubert, 10170 Crosstown Circle, Eden Prairie, MN 55344 or Fax to 952-922-7149