

# EMPLOYMENT APPLICATION

## CAMP CAYUGA

### A PRIVATE COED SLEEPAWAY CAMP IN THE POCONO MOUNTAINS OF PENNSYLVANIA

Please complete this entire application and return to:

Camp Cayuga Business Office, P.O. Box 151, Peapack, NJ 07977, USA

Telephone:(908)470-1224, Fax:(908)470-1228, Email: info@campcayuga.com, Website: www.campcayuga.com

A copy of this Employment Application can be retrieved off our website. An "on-line" application is also available.

To be considered for employment, applicants must have completed at least one year of college or be at least 19 years of age.

Please attach a  
small (wallet-size)  
recent photograph of yourself.

Print your first & last name  
on the back of the photograph.

Another 2" by 2" photograph  
will be required for your  
Camp Health  
Examination Form.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Street Address (date expires \_\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Current Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Permanent Street Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Phone \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_

- Are you a United States citizen?  Yes,  No. Do you hold a valid work visa, green card, or J-1 visa?  Yes,  No.
  - Do you have any condition (physical or mental) that might limit your ability to care for/supervise children?  No,  Yes.
  - Do you have any allergies or require special medical treatment?  No,  Yes. If yes, explain below.
  - Do you smoke?  No,  Yes. Do you have any dietary restrictions?  No,  Yes. If yes, explain below.
  - Do you have any visible tattoos that could be considered offensive to young children?  No,  Yes. If yes, describe below.
  - Do you have any visible body piercings (other than ears)?  No,  Yes. If yes, describe below.
  - Have you ever been convicted of a crime?  No,  Yes. If yes, attach separate sheet and explain in detail.
  - Have you ever been convicted of a sex related or child abuse offense?  No,  Yes. If yes, attach separate sheet and explain in detail.
  - If you checked-off "yes" to any question above, please explain your answer(s) on the lines below.
- \_\_\_\_\_
- \_\_\_\_\_

- Will you have an automobile at camp?  Yes,  No,  Unsure.
  - If you're age 21 or older, are you capable of driving a 15-passenger van?  Yes,  No,  Unsure. A 9-passenger van?  Yes,  No,  Unsure.
  - Do you hold a Special "Commercial" Driver's License (CDL) for driving limos, vans, etc?  Yes,  No.
  - Do you hold a valid Bus Driver's License?  Yes,  No.
  - Can you lead a religious worship service?  Yes,  No. If yes, what religion? \_\_\_\_\_
  - How did you first learn about Camp Cayuga?  Friend,  Newspaper,  Surfing the internet.
  - If you surfed the internet, what search engine did you use (google, yahoo, etc.)? \_\_\_\_\_
  - If you surfed the internet, what directory listing did you use (campjobs.com, your university's on-line job listing, etc.)? \_\_\_\_\_
  - Is your spouse interested in working at camp?  No,  Yes. If yes, in what capacity would your spouse want to work? \_\_\_\_\_
  - Do you have children who will accompany you at camp?  No,  Yes. If yes, indicate gender and age below:  
 Female-age \_\_\_\_,  Female-age \_\_\_\_,  Female-age \_\_\_\_,  Female-age \_\_\_\_,  Male-age \_\_\_\_,  Male-age \_\_\_\_,  Male-age \_\_\_\_,  Male-age \_\_\_\_,  Male-age \_\_\_\_.
  - If yes, does your child(ren) have any behavioral problems or special circumstances involving physical or psychological handicaps?  Yes,  No.  
Please explain. \_\_\_\_\_
  - How important is it for you & your child(ren) to be housed on the same campus?  Not Important,  Prefer but not necessary,  Very Important.
  - Will your child(ren) sleep in a cabin with other campers or with you?  In cabin with campers,  With me (please explain below).
- \_\_\_\_\_

- If applying for counselor/instructor position, which of the following age groups?  
 Juniors ages 5-9,  Intermediates ages 10-12,  Seniors ages 12-13,  Super Seniors ages 13-15 (residing on Teen Campus),  No Preference.
- Are you available for the entire summer camp season (between 60-63 days from 3<sup>rd</sup> week in June to 3<sup>rd</sup> week in August)?  Yes,  No.
- What dates are you available for summer employment? Start Date: \_\_\_\_\_. End Date: \_\_\_\_\_.
- What salary amount do you expect to earn? \_\_\_\_\_. (Please remember that room & board and laundry services are provided at no cost. Also keep in mind that most counselors receive gratuities/tips ranging from \$300 to \$1400. In addition, if your children are accompanying you, the camp tuition is provided at no extra cost.)

Please list below the positions for which you would like to be considered? (If you're applying for a cabin counselor position, keep in mind that all counselors are hired as instructors. List all activities you feel most confident to teach and lead. You can apply for as many activity instructor positions as you'd like. On page 4 of this application be sure to explain your experiences as a player AND instructor for each activity you would like to teach/lead.)

\_\_\_\_\_

\_\_\_\_\_

## EDUCATION:

- Are you currently a college student? Yes, No. If yes, how many years will you have completed by June? \_\_\_\_\_
- Are you a college graduate? Yes, No. If yes, year graduated? \_\_\_\_\_. Hold 4-year degree?,  Hold 2-year degree?
- Are you currently a graduate student? Yes, No. If yes, how many years will you have completed by June? \_\_\_\_\_
- Are you pursuing a nursing degree? Yes, No. If yes, would you be interested in helping the camp nurses on a part-time basis? Yes, No.
- Do you hold a medical degree? Yes, No. If yes, what degree? \_\_\_\_\_
- Are you in pursuit of a teaching certificate? Yes, No.
- Do you hold a valid teaching certificate? Yes, No. If yes, issued by what state(s)? \_\_\_\_\_
- Are you currently a school teacher? Yes, No. If yes, how many years have you been teaching? \_\_\_\_\_
- If yes, what age are the children you teach? \_\_\_\_\_. What subject(s) do you teach? \_\_\_\_\_
- Are you interested in tutoring children this summer? Yes, No. If yes, what subject(s)? \_\_\_\_\_
- Have you tutored children in the past ? Yes, No. If yes, what subject(s)? \_\_\_\_\_
- Are you fluent in any foreign language? Yes, No. If yes, what language(s)? \_\_\_\_\_
- Are you ESL certified? Yes, No. Have you ever taught the English language to non-English speaking children? Yes, No.

COLLEGE/UNIVERSITY: (list below)	MAJOR:	YEARS COMPLETED:	DEGREE(S) GRANTED:
_____	_____	_____	_____
_____	_____	_____	_____

## MOST RECENT CAMP EMPLOYMENT EXPERIENCE: (Attach an extra sheet if you worked at more than one camp.)

Camp Name: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Address: \_\_\_\_\_  
street address city county state zip code

Positions Held: \_\_\_\_\_

Camp's Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Director's Name: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE: (Please attach an extra sheet, if necessary.)

EMPLOYER'S NAME:(list below)	EMAIL ADDRESS:	TELEPHONE:	DATES:	POSITION:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## CHARACTER REFERENCES: List three individuals who can act as character references for you. References should be limited to former employers, teachers, coaches, religious advisors, or former camp supervisors. References should not be friends or family members.

REFERENCE'S NAME:(list below)	EMAIL ADDRESS:	TELEPHONE:	RELATIONSHIP:
_____	_____	_____	_____
_____	_____	_____	_____

## SELF EVALUATION SECTION: It is very difficult to objectively evaluate oneself, however a residential camp requires a staff of unique individuals. In the past this self evaluation section has helped us to place the staff member in positions for which he or she is best suited. Please use the following numerical rating system in evaluating yourself in the categories listed below: 1=well above average; 2=above average; 3=average; 4=below average; 5=unable to rate oneself because of lack of experience.

- |   |   |                                 |
|---|---|---------------------------------|
| 1. ___ Ability to relate to children of the ages 5 through 9.           | 10. ___ Willingness to take initiative. | 19. ___ Loyalty to Employer.    |
| 2. ___ Ability to relate to children of the ages 10 through 12.         | 11. ___ Willingness to volunteer.       | 20. ___ Dependability.          |
| 3. ___ Ability to relate to teenagers of the ages 13 through 15.        | 12. ___ Energy level.                   | 21. ___ Flexibility.            |
| 4. ___ Ability to remain patient in difficult & frustrating situations. | 13. ___ Ability to work hard.           | 22. ___ Warmth.                 |
| 5. ___ Ability to remain calm in stressful situations.                  | 14. ___ Organizational ability.         | 23. ___ Honesty.                |
| 6. ___ Ability to relate to authority figures.                          | 15. ___ Neatness.                       | 24. ___ Friendliness.           |
| 7. ___ Ability to adjust to new situations.                             | 16. ___ Willingness to clean cabin.     | 25. ___ Trustworthiness.        |
| 8. ___ Ability to follow & enforce regulations.                         | 17. ___ Leadership ability.             | 26. ___ How often do you smile? |
| 9. ___ Ability to manage children.                                      | 18. ___ Role model for children.        | 27. ___ Ability to have fun.    |

**PERSONAL SKILLS:** Please put the number "1" before those activities you can **ORGANIZE, LEAD AND TEACH** as an instructor. Use a "2" for those activities you can **ASSIST** in teaching. Leave blank those activities you cannot lead or assist. In the Office, Medical, and Kitchen sections below, put a checkmark next to each position/duty for which you feel qualified to assume.

**CREATIVE ARTS**

- Air Brushing (t-shirts)
- Basket Weaving
- Batiking
- Beading
- Block Printing
- Calligraphy
- Ceramics
- Kiln Operation
- Copper Enameling
- Decoupage
- Drawing
- Fabric Painting (t-shirts)
- Jewelry Making
- Lanyards & Braiding
- Leather Crafts
- Macramé
- Mask Making
- Model Rocketry
- Needle Crafts
- Painting
- Papier Mache
- Pottery
- Pottery Wheel Operation
- Puppetry
- Sculpting/Clay Work
- Sign Painting
- Silk Screening (t-shirts)
- Sketching
- Stained Glass
- Tye Dying (t-shirts)
- Woodworking

Have you taught Art to children? Yes, No.

**DANCE**

- Ballet
- Jazz
- Tap
- Modern
- Social
- Hip-Hop
- Choreography
- Aerobics
- Yoga

Can you supply music for dance routines? Yes, No.

Have you taught Dance to children? Yes, No.

**DRAMA**

- Directing Plays
- Set Production
- Mime
- Acting
- Improvisation
- Costuming
- Set Design
- Lighting
- Script Writing

Can you supply scripts for plays at camp? Yes, No.

Have you ever directed a children's play? Yes, No.

**CIRCUS ACTS**

- Flying Trapeze High Low
- Spanish Web
- Unicycling
- Stilt Walking
- Rolling Globe
- Clowning
- Juggling
- Plate Spinning
- Devil Sticks
- Magic Tricks

**MEDIA ARTS**

- Photography
- Photo Darkroom Eqmpt.
- Photo Print Making
- Radio DJ Broadcasting
- Video Camera Filming
- Camp Newspaper

**GYMNASTICS**

- Uneven Bars
- Parallel Bars
- Balance Beam
- Vaulting
- Floor Exercises
- Tumbling

Do you hold Gymnastics certification? Yes, No.

**CERTIFICATIONS:** Please check off the following certifications you hold and indicate the expiration date. Please attach a copy of the certificate to this application. The original certificates must be brought to camp with you.

**SWIM LIFEGUARD QUALIFICATIONS**

- ARC Lifeguard Training. Expires \_\_\_\_\_
- ARC Head Lifeguard. Expires \_\_\_\_\_
- ARC Waterfront Lifeguard. Expires \_\_\_\_\_
- YMCA Lifeguard. Expires \_\_\_\_\_
- BSA Lifeguard. Expires \_\_\_\_\_
- Ellis & Associates Special Facilities Lifeguard. Expires \_\_\_\_\_
- Ellis & Associates Pool Lifeguard. Expires \_\_\_\_\_
- R.L.S.S. (UK, Australia, Canada). Expires \_\_\_\_\_

**SWIMMING INSTRUCTOR QUALIFICATIONS**

- ARC Water Safety Instructor (WSI). Expires \_\_\_\_\_
- YMCA Swimming Instructor I. Expires \_\_\_\_\_
- YMCA Swimming Instructor II. Expires \_\_\_\_\_
- BSA Aquatic Instructor. Expires \_\_\_\_\_

**ADDITIONAL CERTIFICATIONS**

List other certifications you have earned which have some bearing upon your employment:

Expires \_\_\_\_\_  
Expires \_\_\_\_\_

**ATHLETICS**

- Archery
- Badminton
- Baseball
- Basketball
- Boxing
- Cheerleading
- Cricket
- Dodgeball
- Exercise/Fitness
- Field Hockey
- Flag Football
- Floor Hockey
- Frisbee
- GaGa
- Golf
- Judo
- Karate
- Kickball
- Kickboxing
- Lacrosse
- Newcomb
- Martial Arts (Black belt? Yes, No)
- Paintball
- Paintball Equipment Maintenance
- Ping Pong
- Riflery (NRA/JSS certified? Yes, No)
- Rugby
- Roller Hockey
- Roller Blading (In-Line Skating)
- Roller Skating
- Skateboarding
- Soccer
- Softball
- Street Hockey
- Tennis (USTA certified? Yes, No)
- Tetherball
- Touch Football
- Track & Field/Jogging
- Trampoline Bungee Jumping
- Volleyball
- Weight Training
- Wrestling

**WILDERNESS & ADVENTURE**

- Ropes Course High Ropes Low Ropes
- Rappelling
- Zip Line
- Rock Climbing. Do you own equipment? Yes, No.
- Do you have Ropes Course certification? Yes, No.
- Do you have Belay certification? Yes, No.
- Have you taught Ropes Course skills to children? Yes, No.
- Compass Reading
- Hiking & Backpacking
- Overnight Camping
- Outdoor Cooking
- Mountain Biking
- Mountain Bike Repair
- ATV 4-Wheelers (Quads)

**HORSEBACK RIDING**

- Western Style
- Trail Rides
- Petting Zoo
- English Style
- Horse Care
- Animal Care
- Jumping
- Stable Management
- Dressage
- Horseback Overnights

Are you CHA certified? Yes, No.

Have you taught Riding to children? Yes, No.

Have you participated in horse Shows? Yes, No.

Approximate date of last horse Show? \_\_\_\_\_

**OTHER ACTIVITIES & PROGRAMS**

- Game Room Supervisor
- Chess
- Evening Program (attach a separate sheet to explain)
- Campfire Program
- Lead Campfire Songs?
- Hebrew Tutoring
- Lead/assist in Jewish Services?

**WATERFRONT**

- Swimming Instruction
- Are you a certified Swim Instructor? Yes, No.
- Have you taught Swimming to children? Yes, No.
- Life Saving Instruction
- Synchronized Swimming (Water Ballet)
- Competitive Swimming
- Have you coached a child's swim team? Yes, No.
- Are you a certified lifeguard? Yes, No.
- Have lifeguard experience at Lake? Yes, No.
- Have lifeguard experience at Pool? Yes, No.
- Water Polo
- Water Basketball
- Water Aerobics
- Water Volleyball
- Scuba Diving
- Snorkeling
- Sailing
- Row Boating
- Fishing
- Canoeing
- Windsurfing
- Kayaking

If you are certified in any of the water activities listed above or any other activity listed on this page remember to include this information in the "Certifications" Section below.

**MUSIC**

- Lead Singing/Chorus
- What Instruments can you play & instruct?
- \_\_\_\_\_ # of years: \_\_\_\_\_
- \_\_\_\_\_ # of years: \_\_\_\_\_

**OFFICE & ADMINISTRATION**

- Telephone Answering/Receptionist
- Office Duties (typing, filing, etc.)
- Administrative Duties (managing special projects)
- Computer Data Entry (MS-Word, Excel, Powerpoint)
- Website Projects (posting photos, etc.)

**MEDICAL & HEALTH**

- Infirmary Assistant
- Are you currently a nursing student? Yes, No.
- Camp Nurse
- Camp Doctor/Physician
- Medical Training (check boxes below if current/valid): RRN, LPN, NP, CNP, EMT, MD, DO, PA
- Have you ever been a camp nurse? Yes, No.
- Have you ever been a school nurse? Yes, No.
- Have emergency room experience? Yes, No.

**KITCHEN & MAINTENANCE**

- Kitchen Duties (dishwashing, etc.)
- Food Preparation (salad bar, etc.)
- Dining Hall Duties (serving line, etc.)
- Assistant Cook
- Head Cook
- Kitchen Staff Manager
- Food Service (inventory, food ordering, menu)
- Landscaping
- Painting
- Lawn Care
- Garbage Disposal

**WATERCRAFT INSTRUCTION CERTIFICATIONS**

- American Canoe Association Instructor certification in:*
- Decked or open canoe. Expires \_\_\_\_\_
- Flat Water Instructor. Expires \_\_\_\_\_
- Moving water/River Instructor. Expires \_\_\_\_\_
- US Sailing certification in:*
- Small Boat Sailor Instructor. Expires \_\_\_\_\_
- ARC American Red Cross certification in:*
- Small Craft Safety. Expires \_\_\_\_\_
- Specify type of small craft:
- Basic Sailing Instructor. Expires \_\_\_\_\_

**OTHER CERTIFICATIONS & LICENSES**

- NRA or JSS/USA Riflery Certified? Expires \_\_\_\_\_
- NAA Archery Instructor Certified? Expires \_\_\_\_\_
- USTA Tennis Instructor Certified? Expires \_\_\_\_\_
- CHA Horsemanship Certified? Expires \_\_\_\_\_
- Ropes Course Training Certified? Expires \_\_\_\_\_
- Belay Certification? Expires \_\_\_\_\_
- Scuba Diving Certified? Expires \_\_\_\_\_

**AQUATICS SUPERVISOR QUALIFICATIONS**

- YMCA Aquatic Facility Manager. Expires \_\_\_\_\_
- YMCA Pool Operator on Location. Expires \_\_\_\_\_
- YMCA Waterfront Director. Expires \_\_\_\_\_

•Please indicate the camp responsibilities you would like to assume and indicate your qualifications for those positions. It is important to let us know what contribution you can make to our camp. If you're applying for a cabin counselor position, keep in mind that all counselors are hired as instructors. Indicate your experience as a competitor/player AND as an instructor/coach for each activity you would like to teach. You can apply for as many activity instructor positions as you'd like. We typically hire counselors to instruct several different activities on a part-time as-needed basis. (Attach an extra sheet if necessary.)

•What experience have you had in dealing with children of the ages 5 through 15? (Attach an extra sheet if necessary.)

•Have you ever worked at a sleepaway camp? If yes, what were your responsibilities at the camp? What did you like most about the camp? What did you like least? (Attach an extra sheet if necessary.)

•Why do you want to work at a summer residential camp? (Attach an extra sheet if necessary.)

•Please indicate your opinion regarding the consumption of alcohol and the use of drugs. (Attach an extra sheet if necessary.)

•Do you hold a valid driver's license? Yes, No. License # \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. I also authorize Camp Cayuga to investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to provide to the camp any and all relevant information and opinions, without giving me prior notice of such disclosure. I release such persons and organizations from any legal liability in making such statements. By my signature, I understand and consent to these statements.

Applicant's Signature (please sign above)

Date