|  |
| --- |
| **FOR OFFICE USE ONLY:** |
| **Date received** | **Initial Email Sent** | **Initial Phone Call** | **Contract** | **Police Check** |
|  |  |  | SENT | RETURNED | SENT | RETURNED |



**New Staff Application 2019**

 **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent Address**

**Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Province \_\_\_\_\_\_\_ Postal Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note: It is your responsibility to contact us if any of your contact information changes.**

**Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Contact Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is this a home phone or personal cell? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Summer Contact Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is this a home phone or personal cell? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Backup Contact Number: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is this a home phone or personal cell? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **EDUCATIONAL BACKGROUND** |
| **School Name** | **City** | **Grade/Year Completed (by June)** | **Program Enrolled In** |
| **High School** |  |  |  |  |
| **College/University** |  |  |  |  |
| **Other** |  |  |  |  |

**Standard First Aid with CPR C or higher level (required):**

🞐 Yes and attached to this application package **Expires:\_\_\_/\_\_\_/\_\_\_**

 🞐 No, but will successfully accomplish by June 14, 2018 (and will send copy of card)

**Swimming ability:** 🞐 Shallow water only (can touch ground) 🞐 Able to swim in deep water

**Comfortable around animals (horses, cats, dogs, and other general farm animals):** 🞐 Yes 🞐 No

**Able to ride a horse or willing to learn:** 🞐 Yes 🞐 No (counseling positions require riding or leading horses)

|  |
| --- |
| **REFERENCES – Please provide three professional references**  |
| **Name** | **Reference’s Work Place & Position** | **Relationship to Applicant** | **Contact Information** |
|  |  |  | **Phone:** |
| **Email:** |
|  |  |  | **Phone:** |
| **Email:** |
|  |  |  | **Phone:** |
| **Email:** |

**When are you available? *(Please check all that apply)***

**Jan. 18th, 2019 PA Day Camp:** 🞐 Yes 🞐 No

**April 5th, 2019** 🞐 Yes 🞐 No

**June 7th, 2019 PA Day Camp:** 🞐 Yes 🞐 No

**March Break Camp (March 11th - 15th):** 🞐 Yes 🞐 No

**Spring Program Staff (May – June):** 🞐 Yes 🞐 No

**Open House May 5th, 2019:** 🞐 Yes 🞐 No

**Mandatory Summer Staff Orientation May 26th:**

🞐 Yes 🞐 No

**Summer Camp\* (June 23 or 25 to August 31, 2019. Start date to be confirmed based on position)**

🞐 Yes 🞐 No

**Do you have any special time off requests during summer camp dates?** 🞐 Yes 🞐 No

**If yes, please state specific start and end dates needed off from work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If applying for spring program staff, what date are you available to start work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*If applying for summer camp, what position(s) are you interested in? (In order of preference-please refer to our Staff Information Booklet, available at** [**www.circlerranch.ca/program/staff.html**](http://www.circlerranch.ca/program/staff.html). **Day and overnight positions are available. Past camp experience is not necessary.)**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Able and willing to live on-site during contract? Not required for Day Camp positions. Time off provides opportunities to leave property.** 🞐 Yes 🞐 No

***For the following questions, please answer on a separate page. You are welcome to get creative with how you answer the questions! This could include photos, painting, drawing, video, collage, song, etc. This is not meant to be overwhelming. Anything is welcome. We just want to see your personality shine.***

1. **Why is summer camp an important experience for all ages?**
2. **What do you think it means to be a leader?**
3. **What skills allow you to work well within a team?**
4. **What do you enjoy about interacting with children?**
5. **What are you motivated by? Keep in mind this is different from being inspired because it actually gets you into action instead of giving you great ideas.**
6. **What hobbies/activities are you passionate about and which ones do you want to learn more about?**

**Please sign below to verify the information provided is accurate to the best of your knowledge:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Thank you for your application. We will be in contact with eligible applicants as soon as possible.**

*Room and board included in weekly honorarium.*