

## **Applying for TMR Staff Positions**

To apply for a staff position, complete the Staff Application and the **three (3)** of the “Official GNYC Written Reference Forms” that follow. To complete the application, print it out and fill it out by hand. It is not possible to type into this document. Written Reference Forms must also be completed by hand.

### **Guidelines for Written References:**

- Written References are not required for applicants who were active, paid members of the Ten Mile River Staff in the summer prior to the season for which you are currently applying. All other applicants will be required to submit **three (3)** GNYC written reference forms along with their application.
  - *For example, if you were a paid staff member in 2004, you do not need written references for 2005.*
- Family members should not be asked to write written references. Some good suggestions for written references include Scouting Leaders, Teachers, Employers, etc.

### **Other Guidelines:**

It is important to note that in order to be considered for **any** staff position, all youth applicants must:

- Be at least First Class Rank,
- Have their parent/guardian’s approval and signature, as well as their Unit Leader’s approval and signature. (Both signatures appear on the last page of the application).

*updated February 2, 2005*

# SUMMER CAMP STAFF APPLICATION

Date of Application: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street Apt. City State/Zip

Daytime Phone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Evening Phone #: \_\_\_\_\_ Pager or Cell Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you 18 years of age or older  Yes  No, If no please fill in your age here: \_\_\_\_\_

Driver License # \_\_\_\_\_ State: \_\_\_\_\_

## CAMP APPLYING FOR (check box)

### ALPINE SCOUT CAMP

John E. Reeves Cub World

### TEN MILE RIVER SCOUT CAMPS

TMR Headquarters

High Adventure

Family Camp

Camp Keowa

Camp Aquehonga

Camp Ranachqua

### WILLIAM H. POUCH SCOUT CAMP

Pouch Day Camp

## POSITION APPLYING FOR

First Choice: \_\_\_\_\_

Second Choice: \_\_\_\_\_

Third Choice: \_\_\_\_\_

Fourth Choice: \_\_\_\_\_

STAFF POSITIONS ARE LISTED ON PAGE 2

## PREVIOUS SCOUTING/CAMP EXPERIENCE

CURRENT SCOUTING REGISTRATION: Unit Type & #: \_\_\_\_\_ Council: \_\_\_\_\_ Position: \_\_\_\_\_ Expiration: \_\_\_\_\_

Number of years in Scouting: \_\_\_\_\_ Cub Scouts: \_\_\_\_\_ Boy Scouts: \_\_\_\_\_ Explorers: \_\_\_\_\_ Venturers: \_\_\_\_\_ Girl Scouts: \_\_\_\_\_

Adult Leader: \_\_\_\_\_ Council: \_\_\_\_\_ District: \_\_\_\_\_ Youth Rank Achieved: \_\_\_\_\_

Jamboree/High Adventure Programs Attended: \_\_\_\_\_ Year: \_\_\_\_\_

Order of the Arrow: \_\_\_\_\_ Yes \_\_\_\_\_ No Years: Ordeal: \_\_\_\_\_ Brotherhood: \_\_\_\_\_ Vigil: \_\_\_\_\_

## CAMP EXPERIENCE

### CAMPS ATTENDED:

1. Camp: \_\_\_\_\_  As a Youth  As a Leader Number of Years \_\_\_\_\_

2. Camp: \_\_\_\_\_  As a Youth  As a Leader Number of Years \_\_\_\_\_

3. Camp: \_\_\_\_\_  As a Youth  As a Leader Number of Years \_\_\_\_\_

### CAMP STAFF/POSITIONS HELD: (include any camp at which you have worked)

1. Position: \_\_\_\_\_ Year(s): \_\_\_\_\_ Camp: \_\_\_\_\_

2. Position: \_\_\_\_\_ Year(s): \_\_\_\_\_ Camp: \_\_\_\_\_

3. Position: \_\_\_\_\_ Year(s): \_\_\_\_\_ Camp: \_\_\_\_\_

**POSITION APPLYING FOR - GENERAL CAMP SKILLS AND KNOWLEDGE**

**CAMP STAFF POSITIONS**

**MINIMUM OF 21 YEARS OF AGE**

Camp Director  
Program Director  
Aquatics Director  
Chaplain  
Business Manager  
Shooting Sports Director  
Senior Site Leader

Assistant Camp Director  
Medical Director  
C.O.P.E. Director  
Climbing Director

**MINIMUM OF 18 YEARS OF AGE**

Archery Director  
Quartermaster  
Trading Post Manager  
Assistant Ranger  
Handicraft Director  
Scout Skills Director

Commissioner  
Site Leader  
Ecology Director  
Theme Area Director  
Medical Personnel  
Trek Guide

**MINIMUM OF 16 YEARS OF AGE:**

Archery Staff  
Ecology Staff  
Dining Hall Staff  
Rifle Range Staff

B-B Range Staff  
Scout Skills Staff  
Trading Post Staff  
Climbing Staff

Handicraft Staff  
Aquatics Staff  
Quartermaster Staff  
COPE Staff

Mountain Bike Staff  
Village Staff  
Office Staff  
Counselor in Training (CIT) 15 Years of Age

(THE ABOVE REPRESENT MOST OF THE SUMMER CAMP POSITIONS. OPENINGS AND AVAILABILITY VARY BY CAMP)

**AREAS OF EXPERTISE, TEACHING SKILLS AND KNOWLEDGE**

List Top Five >From List Below	Have Teaching Experience in	Confident to Instruct in	Areas Could Assist in
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PLEASE SELECT FIVE (5) CATEGORIES AND LIST THEM ABOVE**

- |                |                     |                    |                   |                |
|----------------|---------------------|--------------------|-------------------|----------------|
| Archery        | Art                 | Astronomy          | Botany            | Backpacking    |
| Basketry       | B-B Shooting        | Bird Study         | C.O.P.E.          | Camping        |
| Canoeing       | Computers           | Conservation       | Fishing           | Cooking        |
| Forestry       | Ecology             | First Aid          | Hiking            | Lifesaving     |
| Indian Lore    | Medieval Times      | Geology            | Leadership Skills | Orienteering   |
| Insect Study   | Motor Boating       | Rappelling         | Leatherwork       | Farm/Livestock |
| Mammals Study  | Pool Operation      | Small Boat Sailing | Nature Study      | Reptile Study  |
| Rifle Shooting | Shotgun Shooting    | Pioneering         | Field Sports      | Woodcarving    |
| Swimming       | Rowing              | Wood Working       | Water Skiing      | Rail Roding    |
| Office Work    | Wilderness Survival | Retail Sales       | Song Leading      | Model Trains   |

**EDUCATIONAL BACKGROUND**

High School Name: \_\_\_\_\_ Year Graduated \_\_\_\_\_ Anticipated Year of Graduation \_\_\_\_\_

College/University Name: \_\_\_\_\_ Major: \_\_\_\_\_ Year Graduated \_\_\_\_\_

Degree: \_\_\_\_\_ Anticipated Year of Graduation \_\_\_\_\_

Technical/Vocational Name: \_\_\_\_\_ Major: \_\_\_\_\_ Year Graduated \_\_\_\_\_

Degree/Certificate: \_\_\_\_\_ Anticipated Year of Graduation \_\_\_\_\_

**EDUCATIONAL BACKGROUND CONTINUED**

Extra-Curricular Activities: \_\_\_\_\_

Academic Honors: \_\_\_\_\_

Athletic Activities: \_\_\_\_\_

Other: \_\_\_\_\_

**SCOUTING OR CAMP RELATED TRAINING COMPLETED: (WRITE IN EXPIRATION DATES WHERE THEY APPLY)**

\_\_\_ National BSA Camp School  
 \_\_\_ Section Completed  
 \_\_\_ BALOO  
 \_\_\_ BSA Lifeguard  
 \_\_\_ BSA National Leader Training

\_\_\_ Project C.O.P.E. Certified  
 \_\_\_ Leader Essentials  
 \_\_\_ Philmont Participation  
 \_\_\_ Woodbadge

\_\_\_ Red Cross Responding to Emergencies  
 \_\_\_ Red Cross C.P.R. (Standard or Pro)  
 \_\_\_ NY or NJ Emergency Responder  
 \_\_\_ NY EMT Certified

Hobbies & Other Information: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

<u>MOST RECENT OR CURRENT EMPLOYER</u>	<u>JOB TITLE</u>	<u>NATURE OF JOB (EXPLAIN YOUR DUTIES)</u>	<u>DATES EMPLOYED</u>
<u>SUPERVISOR'S NAME</u>	<u>PHONE #</u>	<u>REASON FOR LEAVING JOB</u>	<u>SALARY</u>

1. If currently employed, can we contact your employer?      \_\_\_ Yes \_\_\_ No
2. If hired, when would you be available to start work? \_\_\_\_\_
3. Have you ever been discharged or asked to resign from a job?    \_\_\_ Yes      \_\_\_ No    If yes, Why? \_\_\_\_\_  
 (Attach a separate sheet if needed)
4. If you are under 18 years of age, can you furnish working papers?      \_\_\_ Yes \_\_\_ No
5. Have you ever filed an application with GNYC summer camp before?      \_\_\_ Yes      \_\_\_ No    If yes, when \_\_\_\_\_
6. Have you ever been employed at another Council's Scout Camp(s) before?      \_\_\_ Yes \_\_\_ No  
 6A. If yes, what Council \_\_\_\_\_ Year \_\_\_\_\_
7. Have you been convicted of a felony? \_\_\_ Yes      \_\_\_ No, If yes, give details on a separate sheet of paper.  
 (You may answer "NO" if your conviction has been ordered sealed, expunged, or eradicated)
8. Do you use illegal drugs?      \_\_\_ Yes      \_\_\_ No
9. Have you ever been charged with any form of Child Abuse?      \_\_\_ Yes      \_\_\_ No, If yes, give details on a separate sheet of paper.
10. Are you permitted to be legally employed in this country?      \_\_\_ Yes      \_\_\_ No

**REFERENCE INFORMATION**

All **NEW** applicants must submit three (3) fully completed "Official Greater New York Councils Written Reference Form". This form can be downloaded from the Council's website [www.bsa-gnyc.org](http://www.bsa-gnyc.org), [www.tenmileriver.org](http://www.tenmileriver.org) or call Camping Services at (212) 651-2955 to receive forms via mail. A "New" applicant is someone who **was not** on the payroll at any of the GNYC Summer Camps last season/year.

# APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, and employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment may not be changed by any written document or by conduct unless such changes are specifically acknowledged in writing by an authorized executive if this organization. I understand that my employment can be terminated, with or without cause at any time at the discretion of either the company or myself. I understand that no management official other than the Scout Executive has any authority to enter into any agreement contrary to the foregoing or to make any oral assurance or promise of continued employment.

In making this application, it is understood that an investigative report be made that may include information about your business or personal life. This information may be obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom you are acquainted, and, when deemed necessary, by obtaining reports from consumer or credit reporting agencies. Under some circumstances, certain reports may be "consumer reports" or investigative consumer reports." Under the Fair Credit Reporting Act, you are entitled, upon request in writing, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by the Boy Scouts of America for these reports.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an Employment decision. I authorize all my previous employers, schools, and other references to furnish the information requested. I understand that the results of any investigation may be disclosed to other employees involved in the hiring process and I consent to the dissemination of the results of any investigation to such employees. I hereby declare that the information provided by me in this Application for Employment is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation in this application may result in my disqualification for employment or in my discharge.

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants; DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job should be made available in advance.

No \_\_\_\_\_ Yes \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**MAIL TO:**

Greater New York Councils, BSA  
Camping Services  
350 Fifth Avenue - Suite 430  
New York, NY 10118-0199  
(212) 651-2955

\_\_\_\_\_  
Signature of Parent of Guardian (when under 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scoutmaster/Advisor Signature of Recommendation

\_\_\_\_\_  
Date

## BELOW IS FOR CAMP DIRECTOR/DESIGNEE USE ONLY

FIRST INTERVIEW DATE: \_\_\_\_\_

BY: \_\_\_\_\_

SECOND INTERVIEW DATE: \_\_\_\_\_

BY: \_\_\_\_\_

HIRED? YES NO CAMP: \_\_\_\_\_ POSITION: \_\_\_\_\_ SALARY: \_\_\_\_\_

NOTES: \_\_\_\_\_

THE GREATER NEW YORK COUNCIL, B.S.A., IS AN EQUAL OPPORTUNITY EMPLOYER AND MAINTAINS A POLICY OF NONDISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION, AGE, MARITAL OR VETERAN STATUS, PHYSICAL OR MENTAL DISABILITY. GREATER NEW YORK COUNCILS, B.S.A. 350 FIFTH AVENUE, NEW YORK, NY 10118-0199



**SUMMER CAMP STAFF APPLICANT  
REFERENCE LETTER**

Dear \_\_\_\_\_ :

(Applicant's Name) \_\_\_\_\_ has applied for a summer camp staff position with the Greater New York Council's, Boy Scouts of America **CAMP** \_\_\_\_\_. We would appreciate your careful consideration of this person as a potential childcare worker. We ask that you take the time to complete this form and return within 3 days of receipt, so we may proceed with the applicant's file.

**How long have you known the applicant?**  1-3 years  3-5 years  more than 5 years

**In what capacity?** \_\_\_\_\_

**CHECK ONE**

PERFORMANCE AREAS	EXCELLENT	GOOD	FAIR	POOR
1. Work with children in a group living situation and serve as a positive role model.				
2. Ability and history of being punctual, clean and prepared for assigned duties				
3. Fulfill all responsibilities - be self-motivated to do so.				
4. Get along with other staff - contribute to the well-being of the camp community.				

(Over)

What strengths and weaknesses do you believe this person may lack in working with children in a camp Setting? \_\_\_\_\_

Would you hire this person to care for your own children? \_\_\_\_\_

How would you describe this person's character? \_\_\_\_\_

Any additional information you feel may be helpful in considering this applicant? \_\_\_\_\_

**REFERENCE PROVIDER'S INFORMATION ONLY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION**

I, (print full name) \_\_\_\_\_ request and authorize you to furnish to Greater New York Councils, Boy Scouts of America any and all information concerning employment record, my school record, medical record, criminal record, and me. Please include any and all information of a confidential or privileged nature if it is requested. This information is used to assist the Boy Scouts of America in determining my qualifications and fitness for the position I am seeking.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**You must print clearly**

**OFFICE USE ONLY**

Phone Verified by: \_\_\_\_\_ Your Position: \_\_\_\_\_

Based on the information contained on this reference AND the information you obtained during the phone verification,

Should this applicant be considered for a summer camp staff position?  **YES**  **NO**