



# DODASA RANCH Camp



5059 Carol Lane, Valley Springs, CA 95252 | ph 209.772.2700 fx 209.772.3700 | info@dodasa.com www.dodasaranchcamp.com

## Employment Application for Camp Counselors/Instructors (return this form to the above address)

Date: \_\_\_\_\_

Although not required, you may wish to include a photo to personalize your application.

First: _____	MI: _____	Last: _____
Current address: _____		
City: _____	State: _____	Zip: _____ Tel: _____
Permanent address: _____		
City: _____	State: _____	Zip: _____ Tel: _____
Email: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Position desired: _____		Salary expected: \$ _____

### Education (please list your educational background from the most recent school/college attended)

School/College	Dates	Major	Degree

### Work Experience (please list your employment background from the most recent job held)

Position	Workplace	Dates

### Camp/leadership experience (please list your camp experience from the most recent camp involvement, if any)

Position	Camp	Dates

### Certifications (please list *current* certifications relevant to camp (i.e., CPR, first aid, lifeguard training, sports, etc.))

Certification	Date Certified

**Areas of Expertise** (place a “1” before all activities you can organize or teach; a “2” if you can assist)

**Adventure**

- backpacking
- camping
- ropes course
- climbing wall
- orienteering
- mountain biking
- hiking
- community service

**Nature/science/academic**

- nature studies
- astronomy
- computers
- ecology
- gardening
- poetry
- creative writing
- environmental service
- ESL/English tutoring
- math/science tutoring

**Sports**

- football (touch)
- basketball
- soccer
- tennis
- volleyball
- softball
- golf
- martial arts
- lacrosse
- field hockey

**Waterfront**

- swimming/diving
- sailing
- canoeing
- waterskiing
- wakeboarding
- windsurfing
- kayaking
- fishing
- snorkeling

**Arts/crafts**

- ceramics
- crafts
- drawing
- jewelry making
- journalism
- painting
- photography
- pottery
- video production
- stained glass
- airbrushing
- wood carving
- fabric arts
- mural
- sketching

**Performing arts**

- modern dance
- jazz dance
- ballet dance
- folk dance
- singing/voice
- theater production
- acting
- prop building/lights
- stage combat training
- electric/acoustic guitar
- bass guitar
- keyboards
- drums
- horns
- midi
- recording studio

**Support staff**

- nurse (RN)
- EMT (Emergency Med Tech)
- cook
- prep cook
- baker
- general kitchen
- dishwasher
- cleaner
- grounds
- auto mechanics
- maintenance
- driver
- babysitter/nanny
- laundry person
- camp store worker
- camp store manager

**Trips**

- trips leader
- trips planner

**Office**

- word processor
- data entry
- telephone skills
- filing
- purchasing
- cooking

**Programming**

- program director
- program assistant
- evening programs
- leadership training

If an area of expertise is not listed, please list and explain it here:

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On a separate sheet of paper, please provide us with a brief biographical "sketch" of yourself.

Describe your experiences or training which may have bearing on the position for which you are applying.

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Why do you think that you are well suited to work in a camp community?

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How do you think you will enhance the camper's experience at DRC?

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**References**

Please provide the names of three previous employers or advisors who are not related to you.

<b>Name</b>	<b>Address/city/state/zip</b>	<b>Phone #/email</b>	<b>Position</b>
I) _____	_____	_____	_____
II) _____	_____	_____	_____
III) _____	_____	_____	_____

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

By signing this form, I agree that all of the information I have provided on this form is true.



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## Dodasa Ranch Camp Declaration

As a prerequisite to employment at Dodasa Ranch Camp, please attest the following and return to Dodasa Ranch Camp.

I \_\_\_\_\_, Birthdate \_\_\_\_\_ state the following:

All information submitted (either personally or on my behalf) to Dodasa Ranch Camp, both verbally and in writing (application, contract, etc.) is both complete and accurate:  YES  NO

1. Have you ever been fired from, asked to leave or disciplined, by a previous employer?  YES  NO

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

2. Have you ever been arrested, charged with a criminal or misdemeanor offense?  YES  NO

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

3. Have you ever received a citation for a vehicular moving violation?  YES  NO

If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

4. Have you ever been party to an incident that resulted in allegations of or charges of sexual assault or harassment?

YES  NO If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

5. Have you ever been party to an incident that resulted in allegations of or charges of a sexual offense relating to children?

YES  NO If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, understand that while employed by Dodasa Ranch Camp, I may not partake in the use of illegal drugs and that the legal drinking age is 21 years in the State of California.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

I, the undersigned, as an adult supervising children, understand that I must immediately report any knowledge or rumor of drug use by campers or staff, camper abuse and/or sexual abuse/harassment in any form to the directors immediately. Further, I understand that any relations between campers and staff of a flirtatious nature or that may be construed as sexual in nature are strictly forbidden. If a camper is making sexual advances toward me, I understand that this must be documented and reported immediately.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Is there anything further in your background that might affect your job as a staff member at DRC that has not been mentioned by interview or as stated on your application form?  YES  NO If yes, please explain.

Internet Usage Policy: As an employee at Dodasa Ranch Camp, I understand and accept that it is my responsibility to use the internet responsibly and respectfully. I understand that I will not use Dodasa Ranch Camp's logo or name without prior permission from the owners. I understand that it is against company policy to contact any Dodasa Ranch Camp campers without parental consent. This includes all social networking sites. I will make every effort to maintain high professional standards while under employment and portray myself as an appropriate positive role model for teenagers beyond the summer season.

I understand that: The camp may deny employment to any person who answers 'yes' to any of the above questions. If hired and the employer later discovers circumstances that would indicate a 'yes' answer to any of the above questions, employment may be

terminated immediately. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. The camp may terminate employment of any person if that person is found, regardless of when discovered, to: have a history of complaints of abuse of a minor; have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaints(s) of sexual abuse of a minor; and/or have falsified or omitted information in this disclosure statement. The camp may ask for this statement yearly.

I attest that all of the statements herein are accurate and that by signing this document I agree to comply with the requirements of both this document and the staff contract as an employee of the Dodasa Ranch Camp.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_



## DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES (Please Read Carefully Before Signing the Authorization)

### DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Dodasa Ranch Camp may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as

\_\_\_\_\_.

For explanation purposes:

- a “*consumer report*” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “*investigative consumer report*” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

### AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact *my current* employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

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



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## Personal Data

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

Current Address \_\_\_\_\_ Dates Lived Here \_\_\_\_\_

Addresses for the Past Seven Years: (include street, city, state, zip code)	Dates of Residence
_____	_____
_____	_____
_____	_____

DOB \_\_\_\_\_ Other Names Used (including maiden name) \_\_\_\_\_ Years Used \_\_\_\_\_

SS# \_\_\_\_\_ DL # \_\_\_\_\_ State \_\_\_\_\_

Email address (may be used for official correspondence) \_\_\_\_\_

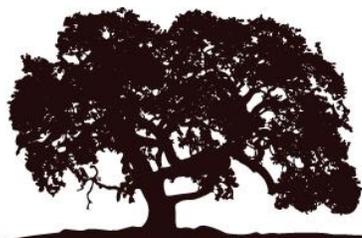
I have the right to make a request to \_\_\_\_\_ upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which \_\_\_\_\_ has previously furnished within the two year period preceding my request.

I certify that all of elements of the person data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name \_\_\_\_\_

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

Date \_\_\_\_\_



# DODASA RANCH *Camp*



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Hello!

The person listed on this sheet is applying for a counselor position at a summer camp for teenagers. This form was sent to you to help us assess the candidate's personality and skills, as they would relate to such a position. Your familiarity with the candidate will provide us with some of the important information necessary to help us successfully arrive at our hiring decision.

Personal and employment references are among the most important criteria upon which we base our decisions. Our camp, located in California, is a coed teen day and residential camp with boys and girls ranging in age from 6-16. Counselors working in the camp environment are faced with a very demanding and often difficult job. They live, work, eat, sleep and play with the kids on a day-to-day basis, for over six weeks. Teens at camp are active, and the counselor will be asked to participate in and instruct (or assist in instructing), the many different activities offered as part of the program. We offer skill development in all areas of land and water sports, creative and performance arts, and a superb experience in music, tennis, and waterskiing/wakeboarding.

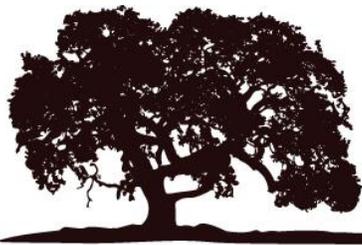
Staff members who join our staff do so with the understanding that ours is a caring and sharing environment with the focus on creating the best possible experience for our campers. Our staff members are expected to give 100% effort towards the needs of the camp program and the campers.

We will be speaking with the applicant and assessing his/her various skills and background, however any information you offer creates a better overall view of the person. The information you provide us with is strictly confidential and will not be shared with the applicant. It is used only as a tool to assist us in our hiring process.

Please complete and return the following pages of this form as soon as possible. You can fax it to: Attention Don Parker, Director at (209) 772-3700 or you can mail it to the above address to my attention. Thank you for your honesty and assistance.

Yours Truly,

Don Parker  
Director, Owner



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## Reference

Name of applicant \_\_\_\_\_

Name of person writing reference \_\_\_\_\_ Date completed \_\_\_\_\_

Signature of person writing reference \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

In what capacity do you know this applicant? \_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

Based on your knowledge of this applicant, how well does he/she relate to teenagers? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on your knowledge of this applicant's social skills, how well does he/she relate to peers? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In which role would this applicant be most effective? (Rate: 1-MOST effective to 3-LEAST effective)

- \_\_\_\_ Supervising teens in daily activities
- \_\_\_\_ Supervising and reviewing peers and adults
- \_\_\_\_ Teaching a specific skill and/or activity (i.e. soccer, dance, biking, swimming)

In which situation would this applicant be most effective? (Rate situations 1-MOST effective to 3-LEAST effective)

- \_\_\_\_ Leading a group of 15-25 people
- \_\_\_\_ One-on-one interactions
- \_\_\_\_ Working alone on a project

Given the following 12 personality characteristics, rate this applicant from 1 to 3 (1 being STRONG personality characteristic and 3 being a WEAK personality characteristic). For example, if you believe that the applicant possesses an 'average' level of maturity and self-awareness, select the number '2'. If you feel that the applicant possesses a fantastic level of self-confidence, select '1'.

- \_\_\_\_ Maturity and self-awareness
- \_\_\_\_ Leadership ability
- \_\_\_\_ Flexibility and adaptability
- \_\_\_\_ Team player
- \_\_\_\_ Positive attitude
- \_\_\_\_ Creative problem solving
- \_\_\_\_ Self-confidence

- \_\_\_\_ Judgment and safety awareness
- \_\_\_\_ Responsibility and reliability
- \_\_\_\_ Communication skills
- \_\_\_\_ Initiative and enthusiasm
- \_\_\_\_ Receptiveness to feedback/criticism

What would be this applicant's most significant STRENGTHS as a counselor in the camp setting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would be this applicant's most significant WEAKNESSES as a counselor in the camp setting? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To your knowledge, has the applicant ever exhibited abusive or sexually improper tendencies toward others?  
 YES  NO

To your knowledge, has the applicant ever been convicted of a felony or a misdemeanor?  YES  NO

Please add any comments that might lend insight into this applicant's ability to work in a camp environment with children.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you again for your assistance and time.