girl scouts of eastern missouri

Girl Scouts of Eastern Missouri (GSEM)

# SUMMER CAMP STAFF APPLICATION

*Please type or print. Complete entire form*

**Check one:**
- New Applicant
- Reemployment Applicant

**Check one or more:**
- Cedarledge
- Any Camp
- Tuckaho

**RETURN TO:**
Camp Department
Girl Scouts of Eastern Missouri
2300 Ball Drive, St. Louis, MO 63146
CONFIDENTIAL or
Fax 314.214.3063

## Personal Data

| Last Name | First Name | Middle Name or Initial | Social Security Number | | Date of Application |
|---|---|---|---|---|---|
| Present Address (Number and Street) | | City | State | Zip Code | Area Code & Phone # |
| At present address until what date? | | Best time to reach you (daytimes preferred) | | | |
| Permanent Address (if different) | | City | State | Zip Code | Area Code & Phone # |
| Cell phone # | | Email Address | | | |

## Position Desired

Position/type of work desired:

Other positions you would consider:

Dates Available

From:

To:

Source of referral:

Agency (name) _____ School/Organization _____ Employee (name) _____

Publication (name) _____ Own Initiative _____ Other _____

Were you ever employed by the Girl Scout Council of Greater St. Louis, Girl Scouts of the Becky Thatcher Area or Girl Scouts of Eastern Missouri?

Yes No When?

Have you previously applied to GSCGSL/GSBTA/GSEM? Yes No When?_____

Do you know of any reason why you would not be able to perform the essential functions of the position for which you are applying with or without reasonable accommodation? Yes No

Please describe: _____

*Junior staff must be at least 16 years old. General camp staff are 18 years and older. Some positions have specific minimum age requirements. See position overview for more information.*

Do you meet the minimum age requirement for your desired position? Yes No

## Education - Indicate highest level completed

| | Name, Address and Zip Code | Major/Minor | Highest Level Completed |
|---|---|---|---|
| High School | | | |
| College | | | |
| Graduate School | | | |
| Business/ Technical | | | |

Academic Honors:

## Employment History

Present or last employer

| Name of Employer | | | Title or Position |
|---|---|---|---|
| Address | City | State Zip Code | Area Code & Phone # |
| Employment Dates (Mo. & Year) | Starting Salary<br>$ per | Final Salary<br>$ per | Other Compensation |
| Name and Title of Immediate Supervisor | | | Reason for Leaving |

Description of Duties:

Previous Employer

| Name of Employer | | | Title or Position |
|---|---|---|---|
| Address | City | State Zip Code | Area Code & Phone # |
| Employment Dates (Mo. & Year) | Starting Salary<br>$ per | Final Salary<br>$ per | Other Compensation |
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| Name and Title of Immediate Supervisor | | | Reason for Leaving |

Description of Duties:

## Training

| Sponsoring Organization and Location | Name of Course, Seminar, etc. | # of Hours | Dates |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Volunteer Activities

You need not list organizations whose name or nature indicates your race, sex, national origin, age or religion

| Organization | Position/Offices Held | Describe Responsibilities and Service | # of years |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

## Camp Experience

| Day or Resident | Sponsor | Name of Camp | Address Zip | Dates From/To | Camper? Staff? |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

Types of camping you have experience in: (check all that apply)

- ☐ Day Camping
- ☐ Primitive Camping (pitched tents)
- ☐ Troop Camping
- ☐ Wider Opportunity or *destination*
- ☐ RV Camping
- ☐ Resident Camping
- ☐ Family Camping
- ☐ Other (explain) _____

Have you completed a Counselor-In-Training Program? _____ If so, where and when? _____

Have you completed an Advanced Wrangler-In-Training Program? _____ If so, where and when? _____

Are you currently a registered Girl Scout? _____

Have you ever been a registered Girl Scout? _____ Indicate years of participation: _____

Check all that apply: ☐ Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Adult ☐ Troop Leader

☐ Assistant Troop Leader ☐ Other volunteer position (specify: _____ )

Have you ever been a member of Boy Scouts, a sorority, a fraternity, Camp Fire, 4-H, etc? If so, what?

_____

## Certifications

Check all that apply and attach copies of certificates

| | Expiration Date |
|---|---|
| ☐ Lifeguard | |
| YMCA/YWCA | _____ |
| American Red Cross | _____ |
| BSA | _____ |
| ☐ Lifeguard | |
| Instructor | _____ |
| WSI | _____ |
| ☐ Camp Horsemanship Assn. | |
| Western | _____ |
| English | _____ |
| Intermediate | _____ |
| Advanced | _____ |
| ☐ Canoe Instructor | _____ |
| ☐ Sailing Instructor | _____ |
| ☐ Archery Instructor | _____ |
| ☐ Other | _____ |

| | State | License # | Expiration Date |
|---|---|---|---|
| ☐ Medical Doctor | _____ | _____ | |
| ☐ Registered Nurse | _____ | _____ | |
| ☐ Paramedic | _____ | _____ | |
| ☐ EMT | _____ | _____ | |
| ☐ Physician Assistant | _____ | _____ | |
| ☐ Nurse Practitioner | _____ | _____ | |
| ☐ Valid Driver's License | _____ | _____ | |

| | | | |
|---|---|---|---|
| ☐ First Aid | | | |
| Standard | _____ | Instructor | _____ |
| Basic | _____ | Community First Aid & Safety | _____ |
| ☐ CPR | | | |
| Adult | _____ | Infant | _____ |
| Child | _____ | Professional Rescuer | _____ |

## References

Indicate whether education or employment was under another name. Name: _____ Where: _____

List three persons **other than relatives** who know your qualifications and/or background experience. Include one reference from your employer/school.

| Name | Relationship to you | Daytime Area Code & Tel. # | Business or Home Address |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

Give the enclosed reference forms to the three people you listed above. It is suggested that you supply them with a stamped return envelope, marked "confidential" and addressed to Jennifer Morgan, Director Camping Services & Facilities, Girl Scouts of Eastern Missouri, 2300 Ball Drive, St. Louis, MO 63146 for them to mail your reference. They may also fax your reference to 314.214.3063.

## Additional Background Information

Have you ever been convicted of a crime (other than traffic violations)? ☐ Yes ☐ No

Have you ever been involved in a substantiated case of child abuse or neglect? ☐ Yes ☐ No
If yes, please request report of investigation.

If you answer yes to any of the above questions, please explain.

_____

_____

_____

I hereby give consent to the Girl Scouts of Eastern Missouri to conduct background checks on me. Offers of employment are contingent on successful results from all background checks including but not limited to criminal background and child abuse and neglect screening.

I understand that this employment application and any other Girl Scout documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the Girl Scouts of Eastern Missouri at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

I certify that my answers to the preceding questions are true and complete and that I have not knowingly withheld any information which might, if disclosed, affect my application unfavorably. I understand that any misrepresentation or omission of facts on this application will be cause for rejection of this application or dismissal after employment and that employment is subject to verification of references and physical examination. All statements become part of any future employee personnel file.

I attest that all of the above information is true and I hereby give my permission for the Girl Scouts of Eastern Missouri to contact all my educational references and the personal and employment references as indicated. I further authorize these references to release to you all information they have about me.

Signature of Applicant: _____ Date: _____

_____ Date: _____
Signature of Parent or Guardian for Applicants under 18 years of age

An Equal Opportunity Employer

BM 10/13
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