

Camp Aranzazu Staff Application



PERSONAL INFORMATION

Name: _____

Current Address: _____

Phone #s: _____

Email: _____

Position Applying for: _____

How did you hear about Camp Aranzazu? _____

SKILLS: Please list technical skills, clerical skills, trade skills, etc. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

_____	_____	_____
_____	_____	_____
_____	_____	_____

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Grad. School:		Yes No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

WORK EXPERIENCE -- Please provide information below regarding your three recent employment positions. **If you prefer, you can attach a resume with this information on it.**

Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, # hrs./wk: <input type="checkbox"/>	Title:
	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	May we contact this reference: <input type="checkbox"/> <input type="checkbox"/>
Reason for Leaving:		
Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, # hrs./wk: <input type="checkbox"/>	Title:
	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	May we contact this reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		
Dates Employed (most recent position) From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, # hrs./wk: <input type="checkbox"/>	Title:
	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	May we contact this reference: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		

REFERENCES

Please provide information below pertaining to three (3) required professional references (ex: employer, supervisor, teacher, professor, coach). If you would like to add personal references, please attach separately.

Name: _____ Phone: _____

Nature of Relationship: _____

Name: _____ Phone: _____

Nature of Relationship: _____

Name: _____ Phone: _____

Nature of Relationship: _____

LEGAL HISTORY

NOTE: Answering "Yes" to any of the following will not necessarily bar you from employment and will be considered in relation to the position for which you are applying. However, failure to answer truthfully on any items below that may later appear through background checks are likely to adversely affect your employment

1. In the last 7 years, have you had any license, certificate, or employment suspended, revoked, terminated or otherwise adversely affected? Yes No If yes, provide a full description including dates and circumstances:

2. Have you ever been convicted of a felony or misdemeanor? Yes No If yes, provide a full description including dates and circumstances:

3. Are there any criminal charges currently pending against you? Yes No If yes, provide a full description including dates and circumstances:

IMPORTANT INFORMATION REGARDING CAMP LIFE

Camp Aranzazu is a smoke-free, alcohol-free, illegal drug-free environment. Possession of any of these on camp property is not allowed, and returning to camp under the influence of any substance while camp is in session is grounds for immediate dismissal.

Are you willing to work under these conditions? Yes No

Can you safely lift a weight of 50lbs. with or without reasonable accommodation? Yes No

NOTE: Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Camp Aranzazu serves and employs people of all age, race, religion, sexual orientation, creed, national origin, ethnic background, medical need, etc. We believe to be diverse is to be strong. Are you willing to serve and work with people of all backgrounds without prejudice? Yes No

CERTIFICATION AND AGREEMENT

Please read and sign below.

I, _____, certify that all the information on this application, my resume, or any supporting documents is correct, and I understand that any willful misrepresentation or omission of any information may result in disqualification from consideration for employment or if employed, my termination.

I hereby authorize Camp Aranzazu or its agents to investigate all statements contained in this application and/or resume. This information may include, but is not limited to, information pertaining to any charges or convictions I may have for federal and /or state criminal violations, including allegations and convictions for crimes committed upon minors, and will be gathered from any law enforcement agency of any state or federal governments to the extent permitted by state and federal laws.

I hereby authorize Camp Aranzazu to contact all references that I have provided and I hereby authorize all persons, public agencies, courts, schools, employer companies and corporations, to supply to Camp Aranzazu or its agents verification of the information provided in my application, including, without limitations, evaluations of my prior performances, and I release them from all liability from their doing so.

I understand that this application is not a contract, offer, or promise of employment. An offer of employment will be contingent upon successful verification of information contained in this application, successful verification of my eligibility to work in the United States. If hired, I will be able to resign at any time for any reason. Likewise, Camp Aranzazu can terminate my employment at any time, with or without reason.

Signature: _____

Today's Date: _____

Camp Aranzazu is an Equal Opportunity Employer.

All applicants are screened without regard to age, race, religion, creed, national origin, ethnic background, or medical condition.