



# Sunshine Kids' Club Summer Camp

G.L.P. Sunshine Kids' Club  
175 Klee Mill Road, Sykesville, MD 21784 (410) 549-0844  
www.sunshinekidsclubcamp.com

## Application for Employment

**Applicants Name:** \_\_\_\_\_ **Month/Day/Year:** \_\_\_\_\_

Statement of Practice: In order to safeguard the well-being of the campers served, we will investigate the accuracy of the information provided on this application. This investigation will include, but is not limited to reference checks with past employers, the military, educational institutions, volunteer organizations, civic groups, and law-enforcement agencies.

### GENERAL INFORMATION:

Full Name: \_\_\_\_\_ Gender: \_\_\_\_ Female \_\_\_\_ Male

D.O.B.: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Age on June 1<sup>st</sup>: (please circle)      16                      17                      18                      19                      20

Day Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Permanent Address:

| Street   | City | State | Zip code |
|--|------|-------|----------|
| How long have you lived at this current address? : _____ |      |       |          |

Please complete the following section if living at a temporary/college residence at the time of application:

| Street | City | State | Zip code |
|--------|------|-------|----------|
|--------|------|-------|----------|

Do you have a valid driver's license: \_\_\_\_\_ If yes, for what class type of license? \_\_\_\_\_  
Have you ever been convicted of a crime: \_\_\_\_\_ If yes, please attach an additional sheet and describe in full.  
Military Service: \_\_\_\_no \_\_\_\_yes From \_\_\_\_\_ to \_\_\_\_\_ Branch: \_\_\_\_\_

Please describe any medical conditions that may limit ability to perform work applied for or that may require special accommodations:

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

**POSITIONS:** Check which position or positions you are applying for.

- |   |  |
|---|--|
| <input type="checkbox"/> Counselors (IN CHARGE OF GROUP): 18 OR OLDER                 | <input type="checkbox"/> Head Life Guard/Pool Operator 16 OR OLDER |
| <input type="checkbox"/> C.I.T. (Counselors In Training): 16 OR OLDER                 | <input type="checkbox"/> Lifeguard 16 OR OLDER                     |
| <input type="checkbox"/> Head Horse Back Riding Instructor 18 OR OLDER                | <input type="checkbox"/> BMX Instructor 18 OR OLDER                |
| <input type="checkbox"/> Assistant Horse Back Riding Instructor 16 OR OLDER           | <input type="checkbox"/> Paintball Instructor 18 OR OLDER          |
| <input type="checkbox"/> Nurse  | <input type="checkbox"/> Skate Park Instructor 18 OR OLDER         |
| <input type="checkbox"/> Arts and Craft 16 OR OLDER                                   | <input type="checkbox"/> Snack Shack 18-years-old or older         |
| <input type="checkbox"/> High Ropes / Zip Line / Climbing Wall Instructor 18 OR OLDER | <input type="checkbox"/> Security Guard: 18-years-old or older     |
| <input type="checkbox"/> Maintenance/Janitorial                                       | <input type="checkbox"/> Swimming Lesson Instructor 16 OR OLDER    |

Wage desired: \_\_\_\_\_ Please copy and attach any certifications \_\_\_\_\_

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**WORK HISTORY/EXPERIENCE:**

Company/Business: \_\_\_\_\_ Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Company/Business: \_\_\_\_\_ Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

Company/Business: \_\_\_\_\_ Dates of Employment: from \_\_\_\_\_ to \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_

**PREVIOUS CAMP/CHILDCARE EXPERIENCE:**

Camp/Daycare: \_\_\_\_\_ Location: \_\_\_\_\_  
 Attended as a \_\_\_\_\_ camper \_\_\_\_\_ staff: Position: \_\_\_\_\_ Date: \_\_\_\_\_

Camp/Daycare: \_\_\_\_\_ Location: \_\_\_\_\_  
 Attended as a \_\_\_\_\_ camper \_\_\_\_\_ staff: Position: \_\_\_\_\_ Date: \_\_\_\_\_

Camp/Daycare: \_\_\_\_\_ Location: \_\_\_\_\_  
 Attended as a \_\_\_\_\_ camper \_\_\_\_\_ staff: Position: \_\_\_\_\_ Date: \_\_\_\_\_

**EDUCATION:**

|                    | School Name and Location | Major | Dates of Attendance | Diploma/Degree Awarded |
|--------------------|--------------------------|-------|---------------------|------------------------|
| High School        |                          |       |                     |                        |
| College/University |                          |       |                     |                        |
| Graduate School    |                          |       |                     |                        |
| Other              |                          |       |                     |                        |

**VOLUNTEER EXPERIENCE:**

Agency: \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor/Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Agency: \_\_\_\_\_ Position: \_\_\_\_\_  
 Supervisor/Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_

**OTHER EXPERIENCE WORKING WITH CHILDREN:**

For whom: \_\_\_\_\_ Position: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

For whom: \_\_\_\_\_ Position: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

For whom: \_\_\_\_\_ Position: \_\_\_\_\_  
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| <b>ACTIVITIES AND SKILLS</b>       |  | <b>Place a "C" next to any areas you are certified in. If you are not certified, rate your confidence/ability to instruct each activity on a scale of 1 – 3 (3 is the highest ; most confident)</b> |
|------------------------------------|--|---|
| .22 Riflery                        |  | High Ropes  |
| Aerobics/ Aerobic Dance            |  | Lacrosse  |
| Air Riflery                        |  | Low Ropes   |
| Archery                            |  | Music   |
| Arts and Crafts                    |  | Musical Instrument: (specify) _____   |
| Ballet                             |  | Overnight Camping Skills  |
| Basketball                         |  | Photography   |
| Campfire Programs                  |  | Pottery   |
| Cheerleading                       |  | Rock Climbing   |
| Dramatics                          |  | Soccer  |
| English as a Second Language (ESL) |  | Swimming Lessons  |
| English Horseback Riding           |  | Swimming-race/team  |
| Fencing                            |  | Volleyball  |
| Fitness                            |  | Target Shooting   |
| Golf                               |  | Western Style Horseback Riding  |
| Gymnastics                         |  | Other:  |
| Other:                             |  | Other:  |

**CERTIFICATIONS/QUALIFICATIONS:**

| <b>CERTIFICATIONS</b>    | <b>AGENCY ORGANIZATION</b> | <b>LEVEL/TYPE</b> | <b>ISSUE DATE</b> | <b>EXPIRATION DATE WHEN APPLICABLE</b> |
|--------------------------|----------------------------|-------------------|-------------------|--|
| Nurse- RN, LPN           |                            |                   |                   |  |
| EMT/Paramedic            |                            |                   |                   |  |
| Basic First Aid          |                            |                   |                   |  |
| Advanced First Aid       |                            |                   |                   |  |
| Wilderness First Aid     |                            |                   |                   |  |
| Lifeguard                |                            |                   |                   |  |
| ARC Waterfront Lifeguard |                            |                   |                   |  |
| Advanced/Head Lifeguard  |                            |                   |                   |  |
| ARC Small Craft Safety   |                            |                   |                   |  |
| Swimming Instructor      |                            |                   |                   |  |
| Archery Instructor       |                            |                   |                   |  |
| Riflery Instructor       |                            |                   |                   |  |
| Pool Operator            |                            |                   |                   |  |
| Low Ropes Training       |                            |                   |                   |  |
| High Ropes Training      |                            |                   |                   |  |
| Riding Instructor        |                            |                   |                   |  |
| Other: specify           |                            |                   |                   |  |
| Other: specify           |                            |                   |                   |  |
| Other: specify           |                            |                   |                   |  |

**Describe any additional skills, training, or experience that you feel is relevant to the camp program or position:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicants Name:** \_\_\_\_\_ **Month/Day/Year:** \_\_\_\_\_

**Please answer the following question completely:**

1. What contributions do you think that a well-run camp can make to a child's development?
  
  
  
  
  
  
  
  
  
  
2. Sunshine Kids' Club has a strict policy prohibiting the use and possession of alcohol or illegal drugs while working on camp property. Why do you think this policy is in place? How will you live with this policy if employed by the camp?
  
  
  
  
  
  
  
  
  
  
3. Sunshine Kids' Club has a strict policy prohibiting smoking in camp at all during the day. Why do you think this policy is in place? How will you live with this policy if employed by the camp?
  
  
  
  
  
  
  
  
  
  
4. Describe an experience where you have dealt with conflict between others. How did you resolve this conflict?
  
  
  
  
  
  
  
  
  
  
5. Give a specific example of how you overcome a problem with a youngster (other than your own or your siblings).
  
  
  
  
  
  
  
  
  
  
6. Write a short statement explaining why you should be hired as a staff member of the Sunshine Kids' Club summer camp staff.

**REFERENCES:** List names of the people you have given your 3 reference forms to. Forms can be downloaded off of the Sunshine Kids' Club Website as well. (References should be unrelated people)

Name: \_\_\_\_\_ Day Phone: (     ) \_\_\_\_\_  
How does this person know you? \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: (     ) \_\_\_\_\_  
How does this person know you? \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone: (     ) \_\_\_\_\_  
How does this person know you? \_\_\_\_\_

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Dear Applicant,

Please understand that Sunshine Kids' Club receives several hundred applications prior to the beginning of summer camp. For this reason you should turn in your application AND reference letters as soon as possible. Please be aware that returning camp staff members will have seniority. Other applications will be reviewed on a first come first serve basis. Once your application has been reviewed, one of two things will happen. You will either receive a call to set-up an interview, or your application will be saved in file for future reference and hiring purposes due to the limited positions available. While Sunshine Kids' Club provides a fun and exciting work environment, Sunshine directors and senior staff have high expectations for all employees. You will be expected to represent our company in a professional and responsible manor. We rely heavily on your daily attendance to keep all campers safe and to keep the camp running smoothly. If you cannot commit to working at camp Monday-Friday for the duration of the summer, Sunshine is not the camp for you. This of course excludes the one week of vacation each staff member is allowed to take. Please take these expectations into consideration before submitting your application.

Thank you!



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## REQUEST FOR REFERENCE

Name of Applicant: \_\_\_\_\_ has given your name as a reference for applying for a position as \_\_\_\_\_ at Sunshine Kids' Club children's summer camp.

We are seeking mature dependable staff that has experience in working with and a sincere appreciation of children, who work well with others, who enjoy outdoor living, and who are flexible. It is imperative that staff members be able to live and work in a close community for an extended period of time. Recommendations from references weigh heavily in the hiring process; your careful consideration of this applicant is greatly appreciated.

### Information on Person Supplying Reference

Name \_\_\_\_\_ Day Phone \_\_\_\_\_  
Address \_\_\_\_\_

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

How long have you known the applicant? \_\_\_\_\_

In the event that we would like to contact you for further information regarding this applicant:

\_\_\_ Please call \_\_\_ Day phone number listed above \_\_\_ Other number \_\_\_\_\_

\_\_\_ Email: \_\_\_\_\_

### Thank you for your time in completing this information.

What are the applicant's particular strengths for this position?

What are the applicant's weaknesses?

Describe the applicant's interpersonal relations:

Describe how the applicant relates to children:

How does the applicant handle conflict? How does the applicant handle stress?

Describe the applicant's emotional maturity:

Sunshine Kids' Club takes a strong stand on smoking and no-tolerance policy against the use of alcohol or illegal drugs when employed. Do you feel that the applicant would have difficulty in adapting to and living with strict policies on these issues? \_\_\_ If yes, why?

**Page 2 Request for Reference:**

Are you aware of any problems or conditions that may interfere with the applicant's ability to care for children or that in any way endanger the children in the applicant's care, such as substance abuse, mental illness, emotional disturbance, or a history of physical or sexual abuse of children?

Do you know of any other reason this individual should not be placed in a position of responsibility with children?

Would you place your own child in the care of this individual? \_\_\_\_\_Why or why not?

If you ran a summer camp and were looking to hire the very best of the best in mature, dynamic, responsible camp counselors, would you hire this individual? \_\_\_\_\_Why or why not?

Do you know of any other reason this individual should not be placed in a position of responsibility with children?

Would you place your own child in the care of this individual? \_\_\_\_\_Why or why not?

If you ran a summer camp and were looking to hire the very best of the best in mature, dynamic, responsible camp counselors, would you hire this individual? Why or why not?

**Please rate the applicant by checking the appropriate box:**

|  | Poor | Below Average | Average | Above Average | Superior |
|--|------|---------------|---------|---------------|----------|
| Physical Stamina                                       |      |               |         |               |          |
| Personal appearance & cleanliness                      |      |               |         |               |          |
| Tactful  |      |               |         |               |          |
| Cooperative  |      |               |         |               |          |
| Cheerfulness & Warmth                                  |      |               |         |               |          |
| Respects Authority                                     |      |               |         |               |          |
| Ability to communicate with others                     |      |               |         |               |          |
| Flexibility & Adaptability                             |      |               |         |               |          |
| Sense of Humor   |      |               |         |               |          |
| Works well with others, is tolerant of others          |      |               |         |               |          |
| Takes Initiative                                       |      |               |         |               |          |
| Dependability  |      |               |         |               |          |
| Altruistic: puts the welfare of others above their own |      |               |         |               |          |

Please make any additional comments that you feel would help us to determine if this individual is a suitable candidate for employment at the Sunshine Kids' Club camp on an attached sheet of paper.

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

*Thank You!*  
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