



# Camp Hawkeye

## New Staff Application

Thank you for considering Camp Hawkeye for summer employment. Our application is designed to help us gather some necessary information as well as to allow you to express and present yourself.

### Personal Information

Legal Name _____	SS/ID# _____	
Address _____		
State _____	Zip/Postal Code _____	Country _____
Phone (H) _____	(C) _____	(W) _____
E-Mail _____	Best Way/Time to Reach You _____	
Will you be eighteen (18) years old by the start of camp on June 20, 2010?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Present School Grade or Employment Status _____
Earliest available starting date: _____	Latest available ending date: _____	
How did you learn about Camp Hawkeye? _____		
Previous camps attended/worked if any: _____		
Are there dates during the summer for which you will have to leave camp (weddings, etc.)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If so please list dates here and give brief explanation: _____		
_____		

### Position

*Please designate the position for which you are applying. See full job descriptions on our website under "Staff."*

<input type="checkbox"/>	Cabin Counselor	Desired Age Group: _____ or _____
Primary responsibility is to a cabin group. Most of your time spent attending activities with them.		
<input type="checkbox"/>	Activity Counselor	Desired Activity Area: _____ or _____
Primary responsibility is to plan, organize, and lead activities in a designated Program Area at Camp. Secondary responsibilities helping plan, organize, and lead Special Activities.		
<input type="checkbox"/>	General Counselor	Desired Activity Area: _____ & Age Group _____
Primary responsibilities split between a cabin group and one or more activity areas.		
<input type="checkbox"/>	Camp Nurse or Chef	Certification(s) Held: _____
<input type="checkbox"/>	Other	Please Specify: _____

www.camphawkeye.com

Winter Address: 8 Hammer Street • Waltham, MA 02453 • Phone: (617) 960-6740 • Fax: (866) 615-1769  
Summer Address: 234 Red Hill Road • Moultonborough, NH 03254 • Phone: (603) 253-3088 • Fax: (866) 615-1769



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## Education & Work History

- A) All applicants must provide a current resume that includes educational background and work experience. Please attach your resume when you return your application by mail or electronically to our winter office.
- B) All applicants must have at least one pre-hire interview. A face to face interview is much preferred but if it is not possible because of scheduling or distance phone interviews are possible as well. Please list dates/times you can come to the Boston Metropolitan area or connect on the phone for an interview within two weeks of returning your application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Certification Information

Please list all certifications you hold and provide expiration dates:

- WFA Exp: \_\_\_\_\_
- Lifeguard Exp: \_\_\_\_\_
- WSI Exp: \_\_\_\_\_
- CPR (Adult) Exp: \_\_\_\_\_
- CPR (Child) Exp: \_\_\_\_\_
- Other Exp: \_\_\_\_\_  
List: \_\_\_\_\_
- Other Exp: \_\_\_\_\_  
List: \_\_\_\_\_

## References & Personal Statement

- 1) On a separate sheet please provide three (3) non-relative references that have knowledge of your abilities, experience, and character. Include their contact information, current relationship to you and how this person first came to know you. You **must** inform this person that you are using them as a reference for Camp Hawkeye and that someone **will** be following up with them by phone soon.
- 2) On a separate sheet please provide a brief personal statement (no more than 2 pages) relating why you would like to be a counselor at Camp Hawkeye specifically and what you think you will bring to the community in your desired staff role.

Have you ever been convicted of child abuse or a sexual abuse offense?  No  Yes

Have you ever been accused or convicted of a felony or misdemeanor?  No  Yes (Explain)

The statements made in this application are true, complete and correct. I understand that any misrepresentation of information shall be considered sufficient reason for withdrawal of an application with Camp Hawkeye.

*I hereby authorize Camp Hawkeye or its authorized representatives bearing this release or copy thereof to obtain any information pertaining to my employment, military, credit, criminal, driving record, workers compensation claims, or educational records, including but not limited to information concerning academic achievement, attendance, disciplinary actions, criminal or civil court records, credit and driving history, character, work habits, performance, experience and reasons for termination of past employment. I hereby direct you to release such information at the request of Camp Hawkeye or its representatives.*

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

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