



# VAN BUREN YOUTH CAMP



12370 45th Street, Bloomingdale, Michigan 49026  
 269-521-3855 • www.vbyc.org • mail@vbyc.org

## Staff Application

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street and Number City State Zip

Temporary Address \_\_\_\_\_  
Street and Number City State Zip

Phone \_\_\_\_\_ Alt. Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### Position

Dates available: From \_\_\_\_\_ To \_\_\_\_\_

What position(s) are you applying for? \_\_\_\_\_

Will you be 18 on or before June of this year?  Yes  No

Can you perform the essential functions of the position for which you have applied,  
 with or without reasonable accommodation?  Yes  No

Below, please check the box next each position to indicate the following:

**T** = You can organize and teach with confidence.

**A** = You can organize and teach if you have additional assistance or training.

**C** = You have current certification and **attach a copy** of your certification.

Position / Program Area						Extra Duty		
T	A	C	Certification required:	T	A	T	A	
			<b>Archery</b>					Challenge/Mystery Coordinator
			<b>Canoeing/Sailing *</b>					Evening Rec. Coordinator
			<b>Head Cook</b>					Head Counselor
			<b>Lifeguard *</b>					Office Manager
			<b>Low Ropes (Initiatives)</b>					Overnight Coordinator
			<b>Nurse</b>					Recycling Coordinator *
			<b>Maintenance *</b>					SIT Coordinator
			<b>Riflery</b>					Talent Coordinator
			<b>Sports/Lifeguard</b>					
			<b>Waterfront Director *</b>					

\* Indicates driving may be required Answer these questions if you are applying for a position requiring driving.

Do you have a valid driver's license?  Yes  No State and # \_\_\_\_\_

Do you have experience pulling a trailer?  Yes  No

Do you have experience driving farm vehicles?  Yes  No

# VBYC Staff Application

**Work History** – Please list your three most recent employment experiences, starting with most recent. On a separate sheet of paper, provide a full record of all employment – paid and volunteer – and explain any gaps in employment. Include any positions on VBYC staff.

Employer \_\_\_\_\_ Job title \_\_\_\_\_  
Dates \_\_\_\_\_ Duties \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Job title \_\_\_\_\_  
Dates \_\_\_\_\_ Duties \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Employer \_\_\_\_\_ Job title \_\_\_\_\_  
Dates \_\_\_\_\_ Duties \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Do you object to having your present employer contacted?     Yes    No

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

Do you have employment records under another name? If so, please list additional names. \_\_\_\_\_

Are you a U.S. citizen or legal alien?     Yes    No

Have you ever been discharged from a former employer?    Yes    No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## Education

High School (*Name & Location*) \_\_\_\_\_

Years attended \_\_\_\_\_ Diploma    Yes    No

	<i>Name &amp; Location</i>	<i>Dates Attended</i>	<i>Area of Study</i>
College	_____	_____	_____
Grad School	_____	_____	_____
Other	_____	_____	_____

**Criminal Record** - Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note conviction is not an automatic bar to employment. We will evaluate the type of conviction and when it occurred before any decision is made.)     Yes    No

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

## VBYC Staff Application

**Personal References** – Give names, addresses, and phone numbers of three persons (not relatives) who have knowledge of your character, experience, work habits, and ability.

1.

2.

3.

**Personal History** (new staff only) - Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields, which might have a bearing on the position(s) for which you are applying. Attach this sketch as a separate page.

**Personal Thoughts** - On a separate sheet of paper, please state your position on the following statements:

"As a staff member at VBYC I plan to contribute..."

"The contributions that a well-run camp gives to a child are..."

---

I understand that if employed, false statements or omissions made in this application will be cause for dismissal.

I understand that employment with VBYC is contingent upon investigation of my previous employment record and references.

As part of my application for employment with VBYC, I hereby request my prior employers to provide information to VBYC, including all information contained in personal file, and evaluations, oral or written, and attendance or display reports, oral or written. In consideration for providing such information, I release, waive and relinquish any and all claims against any of my prior employers, their officers, employees, agents or representatives, arising directly or indirectly, or relating to the furnishing of such information by them. I also waive any legally required notice (oral or written) from such employers that employment information is being provided by them to VBYC.

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