

REFERENCES: Please give names and contact information of 3 people or places of employment, who have knowledge of your character, experience and abilities. Ask them to complete and return a Gwynn Valley reference by fax, mail or email.

***PLEASE DO NOT USE RELATIVES OR FRIENDS**

Name: _____ Address: _____

Phone: (____) _____ - _____ E-Mail: _____ Relationship: _____

Name: _____ Address: _____

Phone: (____) _____ - _____ E-Mail: _____ Relationship: _____

Name: _____ Address: _____

Phone: (____) _____ - _____ E-Mail: _____ Relationship: _____

GETTING TO KNOW YOU: The following questions are designed to help us get to know you better and give you a chance to understand more of what your role in camp might be. They are very important and a mandatory part of the application process. **Please answer questions on a separate sheet of paper.**

1. Autobiographical essay... Tell us about yourself (family, education, social activities, etc.) as well as any other experiences which would make you an excellent candidate.
2. Why are you interested in working at a Summer Camp, Gwynn Valley specifically?
3. Describe all experiences you have had with children (include ages and your responsibilities).
4. Describe all leadership positions you have held and related responsibilities.
5. What do you think will be your greatest challenge living a summer camp lifestyle? How will you manage this?
6. We are a non-sectarian camp; our campers and staff are of many faiths. We sing blessings at each meal and hold a service on Sundays. Would you be comfortable in this setting? If not, why?
7. If you are interested in working with our Wilderness Programs; Mountainside (ages 11-13), Riverside (ages 13 & 14), please explain your experience with this age group and your outdoor experience/skills.
8. If you are interested in working in our Day Camp program, please explain why and list any personal experience you have had with a Day Camp program?
9. If you are interested in working in a Support Staff position (kitchen, maintenance, housekeeping, laundry, medical, office, etc) please describe your experience and why you are interested in doing this job in a camp setting.

CERTIFICATIONS AND COMPLETED WORKSHOPS: Current Basic First Aid and CPR are **required** for employment. Copies of certifications must be mailed to the office before you begin work. Please list any international certifications you have as well.

Please list your expiration date for all that apply.

CPR Expires ___/___/___ Lifeguard Cert. Expires ___/___/___ Canoe Cert. Expires ___/___/___

WFR Expires ___/___/___ WSI Expires ___/___/___ Kayak Cert. Expires ___/___/___

WFA Expires ___/___/___ Swim Instructor Expires ___/___/___ Swift Water Rescue Expires ___/___/___

First Aid Expires ___/___/___ Archery Expires ___/___/___ ARC Small Craft Safety Expires ___/___/___

Other _____ Expires ___/___/___ Other _____ Expires ___/___/___

BACKGROUND: Please attach details if you answer YES to any of the following questions.

1. Have you ever been accused, arrested or convicted of a misdemeanor or felony? _____ No _____ Yes
2. Have you ever been accused, arrested or convicted of sexual or physical abuse of a minor? _____ No _____ Yes
3. Have you ever been addicted to or treated for alcohol or chemical dependence? _____ No _____ Yes
4. Are you currently taking any prescription medication? _____ No _____ Yes
5. Are you currently taking any medication that could affect your ability to perform this job? _____ No _____ Yes
6. Do you have any special medical conditions, problems, or limitations, including physical or mental impairments that might interfere with your ability to perform the job for which you are applying? _____ No _____ Yes
5. Are you currently seeing a counselor or therapist, or have seen one in the past 6 months? _____ No _____ Yes
6. Do you have any allergies or special dietary needs? _____ No _____ Yes

SKILLS AND EXPERIENCE

In the following list put a **check** in the column of those activities which you can:

TEACH as an expert **ASSIST** in teaching or activities in which you have had some useful **EXPERIENCE**

ARTS AND CRAFTS	T	A	E
Pottery Hand Building	___	___	___
Wheel	___	___	___
Firing	___	___	___
Weaving	___	___	___
Paper Making	___	___	___
Basketry	___	___	___
Batik	___	___	___
Tye-Dying	___	___	___
Sewing	___	___	___
Knitting	___	___	___
Beading	___	___	___
Woodwork	___	___	___
Leatherwork	___	___	___
Other _____	___	___	___
Other _____	___	___	___
Other _____	___	___	___
FINE ARTS	T	A	E
Drama Directing	___	___	___
Creative Writing	___	___	___
Dance Modern	___	___	___
Jazz	___	___	___
Contra/Square	___	___	___
Ballet	___	___	___
Instruments Played	___	___	___
_____	___	___	___
_____	___	___	___
Other _____	___	___	___
FARM	T	A	E
Farming	___	___	___
Gardening	___	___	___
Animal Care	___	___	___
Veterinary Science	___	___	___
Other _____	___	___	___

WATERFRONT	T	A	E
Lifeguarding	___	___	___
Swim Instruction	___	___	___
Flat Water Canoeing	___	___	___
Flat Water Kayaking	___	___	___
Pool Management	___	___	___
Lake Management	___	___	___
OUTDOOR LIVING SKILLS	T	A	E
Day Hiking	___	___	___
Fire Building	___	___	___
Outdoor Cooking	___	___	___
Basic Camping	___	___	___
Orienteering	___	___	___
Knots	___	___	___
Primitive/Pioneer Skills	___	___	___
Fishing	___	___	___
Astronomy	___	___	___
Environmental Education	___	___	___
SPORTS	T	A	E
Archery	___	___	___
Soccer	___	___	___
Volleyball	___	___	___
Basketball	___	___	___
Ultimate Frisbee	___	___	___
Team Building/Initiatives	___	___	___
Initiatives & Games	___	___	___
Lacrosse	___	___	___
Field Hockey	___	___	___
Other _____	___	___	___
Other _____	___	___	___
Other _____	___	___	___
Other _____	___	___	___

HORSEBACK RIDING	T	A	E
English	___	___	___
Western	___	___	___
Hunt Seat	___	___	___
Riding Instruction	___	___	___
Stable Management	___	___	___
Horse Care	___	___	___
ADVENTURE SPORTS	T	A	E
Back Packing	___	___	___
Low Ropes Course	___	___	___
Mountain Biking	___	___	___
Bike Maintenance	___	___	___
Whitewater Canoeing	___	___	___
(Circle) Class I II III IV	___	___	___
Whitewater Kayaking	___	___	___
(Circle) Class I II III IV	___	___	___
Climbing	___	___	___
Wall / Tower	___	___	___
Lead Climbing	___	___	___
Rock Site Management	___	___	___
FOOD SERVICE	T	A	E
Cooking	___	___	___
Baking	___	___	___
Food Prep	___	___	___
Sanitation/Dishes	___	___	___
CAMP OPERATIONS	T	A	E
Grounds	___	___	___
Maintenance & Repair	___	___	___
Construction	___	___	___
Van Driver	___	___	___
Office (Computer, Phone)	___	___	___
Housekeeping	___	___	___
Laundry	___	___	___

Please describe in detail your experience, qualifications, teaching experience and aptitude for your **TOP THREE (3)** skill areas listed above. Please also include any experience involving children in these skill areas. (Attach additional sheet if required)

1. _____

2. _____

3. _____

I understand that all statements will become part of my confidential personnel file. My signature attests that I have answered all questions honestly and accurately and that I have no problem complying with the type of lifestyle indicated by camp and camp policies. My signature also gives permission for camp to check employment history, references, criminal and driving records. In the event of employment, I agree to abide by all rules and policies and to act in compliance with Gwynn Valley's Drug / Tobacco & Alcohol-Free Workplace Policy. I grant permission to Gwynn Valley to use any photographs or video of me in any of their promotional materials.

Signature: _____

Today's Date: ____/____/____

CONSENT FOR RELEASE OF EMPLOYEE INFORMATION

PROTECTIVE SERVICES / CRIMINAL RECORD / MOTOR VEHICLE CHECK / CREDIT HISTORY REPORT

For Gwynn Valley Camp, 301 Gwynn Valley Trail, Brevard, NC 28712

I understand that Gwynn Valley Camp has a practice of conducting a reference and background check which could include protective services / criminal record check / motor vehicle check / credit history report on prospective employees. I hereby authorize Gwynn Valley's Insurance Carrier to conduct a Motor Vehicle Records check and release that information to Gwynn Valley Camp.

I hereby authorize the agency chosen by Gwynn Valley Camp to provide the requested information.

NAME: _____
(Full Name Required) **FIRST** **MIDDLE (Required)** **LAST**

Other names records may be filed under: _____

Date of Birth: ____ / ____ / ____ **SS # :** ____ - ____ - ____
Day Month Year Used for tax purposes and background checks

Drivers License #: _____ Drivers License State: _____

Please list location of residences for the past 5 years (school and home counties):

City/State: _____ City/State: _____

County: _____ County: _____

Zip Code: _____ Area Code: _____ Zip Code: _____ Area Code: _____

City/State: _____ City/State: _____

County: _____ County: _____

Zip Code: _____ Area Code: _____ Zip Code: _____ Area Code: _____

City/State: _____ City/State: _____

County: _____ County: _____

Zip Code: _____ Area Code: _____ Zip Code: _____ Area Code: _____

I hereby grant permission to authorize the above-mentioned checks and give permission to allow verification of any information given on my application. I understand that failure to provide accurate information may result in nullification of offer or termination. I understand that the information obtained will become part of my employment application.

Gwynn Valley is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, disability, national origin, or ethnic origin.

Signature: _____ Today's Date: ____ / ____ / ____

GWYNN VALLEY STAFF GUIDELINES

Gwynn Valley Camp's goal is to create a safe and fun atmosphere where boys and girls can build self-esteem, learn new skills, and develop true friendships. The staff are the most important ingredients to achieving this goal. An effective staff member must be able to function in a variety of roles. You will be called upon to be a teacher, parent, leader, mentor and friend. **To ensure that the campers remain our first priority, please initial by each of the following guidelines that have been established by Gwynn Valley Camp.**

- _____ **TOBACCO:** I understand that Gwynn Valley Camp is a **tobacco free community**. Smoking or the use of smokeless tobacco is prohibited on camp property or any camp sponsored trip.
- _____ **ALCOHOL:** In keeping with NC state law, I understand that consumption of alcoholic beverages by minors (under 21) while employed by Gwynn Valley is prohibited. I also understand that absolutely **NO** alcoholic beverages may be brought onto camp property and I may not return to camp under the influence at any time.
- _____ **DRUGS:** I understand the use of any controlled substance, including marijuana, is absolutely **PROHIBITED** during my employment with Gwynn Valley Camp. As a condition of my employment, I may be required to participate in drug screening.
- _____ **CRIMINAL RECORD/ CHILD ABUSE:** I realize that sexual, physical or emotional abuse of any child, or any form of corporal punishment is not allowed. I certify by my signature below that I have never been accused, arrested or convicted of any felony and that I have never been accused, arrested or convicted of sexual, physical, or emotional abuse.
- _____ **ROLE MODEL:** I understand that campers are very impressionable and will look up to me as a role model. I pledge to provide a positive image through my actions on duty and off. I will take special care in the language I use at all times, especially with campers. Profanity or poor sportsmanship have no place at Gwynn Valley Camp. Since the camp community is year round, I will also represent myself appropriately in regards to social networking on the Internet and in other public forums.
- _____ **RELATIONSHIPS:** I understand that romantic, sexual, or illicit relationships of any kind are prohibited between staff members. Relationships between staff and SIT's (staff in training) are forbidden. Discrimination or harassment of any kind will not be tolerated.
- _____ **PERSONAL APPEARANCE:** I understand that I will set a good example in my clothing and appearance while at camp. Body piercing, tattoos, and extreme hair coloring/cutting are not permitted during employment at Gwynn Valley Camp unless given specific permission by the Directors. Excessive piercings will be reviewed at the discretion of the Directors. While there are many personalities and styles at Gwynn Valley, I will maintain good hygiene and a well-kept appearance (including shaving), similar to when I was interviewed and hired. I realize I will be given a staff shirt to be worn on opening and closing days and other camp events. Inappropriate slogans or emblems on clothing is not permitted. Male and female staff realize the need to dress modestly while on duty or around the waterfront.
- _____ **REST / TIME OFF:** I understand that I need to maintain a healthy amount of sleep to insure I am ready to be the best I can be. I understand that I am expected to be in my cabin by midnight when I am not on my day off and that the Counselor's Living Room closes at this time. I understand that all staff needs time away from camp to rest and recharge your "batteries" to be ready to fulfill your counselor obligations. Time off is not a time for long travel or trips.
- _____ **WELLNESS:** I understand the importance of requiring any camper or myself to immediately report to the Health Care Center if we are not feeling well and to insure my campers in my cabin or overnight activity take their medications as required.
- _____ **DIETARY:** I realize that Gwynn Valley's foodservice will serve well-balanced meals and snacks, and I also understand that my personal dietary preferences may not always be met while at camp. I will inform the directors of any special dietary needs prior to the start of camp.
- _____ **VISITORS:** I understand that if I plan to have visitors at camp, I will notify one of the directors. It is my responsibility to see that visitors do not interfere with my camp duties and I realize that visitors cannot participate in any camp activities without the prior approval of a director.
- _____ **ELECTRONICS/CELL PHONES:** In keeping with the camp atmosphere, I will keep all electronics, laptops, cell phones, chargers, pagers, etc. away from the campers and will store them out of camp reach. I realize that personal cell phones can be used at the Welcome Hut or off camp property during my free time.

The purpose of these guidelines is to make Gwynn Valley a child oriented place. To achieve this goal, staff must strive to be responsible role models to the campers; provide leadership and supervision not only during in-camp programs but on all off-camp programs; work with other staff members to provide positive experiences for all members of the camp community; provide exemplary behavior and leadership when not specifically assigned; and adjust one's personal habits to the philosophy, policies and ideals of Gwynn Valley Camp. The camper's happiness and welfare is our primary concern. Camp is a community of people living and working together. My signature below certifies that I will abide by these guidelines and pledge to provide a positive experience for the campers and staff at Gwynn Valley Camp.

Signed: _____ Date: _____

Name (Printed): _____