

Do you have reliable transportation? No Yes Do you have a valid driver's license? Yes No

Please specify work availability:

	M	T	W	R	F
From					
To					

Do you have a valid driver's license? Yes No
 Have you ever been dismissed from employment for any reason other than lack of work? Yes No If yes, explain: _____

EMPLOYMENT OR VOLUNTEER RECORD (Attach Resume' for additional information, list most recent and relevant information here.)

Dates From/To	Name and Address of Employer	Position/Title Duties	Wages Start/Leaving	Supervisor / Title	Reason For Leaving

JOB APPLICANT'S RELEASE TO PROSPECTIVE EMPLOYER TO REQUEST INFORMATION ABOUT THE APPLICANT

In consideration of Pine Valley Swim and Tennis Club's ("Pine Valley") agreement to consider my job application, I hereby authorize it or it's designated agents to engage in background checks, examine my criminal record and vehicular driving record, and investigate any and all statements I have made on the job application (and during job interview) and, further, to obtain any other information regarding my previous employment, my veracity, my skills and/or abilities which the above-named employer may deem relevant.

I authorize any individual, firm, partnership, corporation, educational institution, public official or public entity ("Information Providing Entity") to furnish Pine Valley any information regarding my previous employment or education and any pertinent information they may have and release all Information Providing Entities from any liability on any theory whatsoever for providing such information to Pine Valley. I also release Pine Valley, its current and former employees, and any other persons giving references from any liability on any theory whatsoever for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Signature: _____ Date: _____

If under 18, Signature of Parent or Guardian: _____ Date: _____

REFERENCES (Not family members) (A letter of recommendation must be included from a teacher and someone else.)

Name	Address	Telephone	Business/Profession

What interested you in working at Pine Valley Day Camp? _____

Indicate your level of competency in the following areas: (0 = no experience, 1 = have done, 2 = fair experience, 3 = could help instruct or lead campers, 4 = very comfortable instructing/leading campers, 5= could instruct other staff, 6 = very competent instructing staff/extensive training and/or certification). (Note: Some of these skills are of particular importance to some job positions, but not to others).

Swimming _____ First Aid _____ Crafts _____ Nature Study _____ Drama _____ Indoor Games _____
 Story Telling _____ Computer Skills _____ Singing _____ Team Building _____ Tennis _____

Please comment on each of the following:

1. Would you be willing to work extra hours? Yes No
2. Would you be willing to work on scheduled days off? Yes No
3. What type of work are you expecting to perform?

4. What would be the areas you most need to work on? _____

5. What factors do you consider when you are planning and leading a skill or activity? _____

6. What adjectives would a person use to describe your personality? _____

7. Why do you want to work at Pine Valley Day Camp? What does the camp have to offer you and how can you benefit from it?

Hobbies or Special Interests: _____

This application is current only for (90) days. If you have not heard from Pine Valley within (90) days and still wish to be considered for employment, it will be necessary for you to fill out a new application.

*******CONDITIONS OF EMPLOYMENT*******

I understand that as a condition of employment, I must attend one or more orientation sessions and read the Employee Handbook. I must also attend regular Department meetings during the season. These sessions are educational in nature and are for my own benefit as well as Pine Valley Swim & Tennis Club (hereinafter referred to as "The Club"). There may be no compensation for these sessions. If hired, I am expected to be available for work the entire summer season or term of employment and that guidelines for unpaid vacation requests are in the Employee Handbook. However, I cannot assume that this vacation request will be granted. I also realize that my employment and/or hours-worked are completely dependent upon weather and business conditions. If either or both prove unfavorable, my work schedule may be drastically reduced or eliminated entirely. Because of the size and complexity of the Club, I realize I may be required to perform duties other than those specifically assigned to my position. I agree that my employment is subject to all of the Club's employment policies and terms and conditions of employment. The Club may copyright, sell, use and publish all photographic negatives and other likeness made of me while employed with or without the use of my name, all without additional compensation to me. I may be required to submit myself to medical examinations, which may include testing for drugs and/or alcohol, by physicians of the Club's selection as often as requested during my employment. I understand that failing to pass or refusing any such examination may prevent me from being employed by the Club; and I further understand and agree that failure of the Club to request a physical examination shall not be construed as an admission by the Club that I am physically qualified to perform any specific type of service. At all times, I will be polite and respectful of the guests, members and staff of the Club. I will forward any problems to the proper person. I will work efficiently and understand that the punch card system and regular scheduling will be combined to determine my actual work time. I understand that I will be required to wear the appropriate uniform.

Signature: _____ Date: _____

If under 18, Signature of Parent or Guardian: _____ Date: _____

****CERTIFICATION****

Please read carefully before signing.

1. I certify that the information in this application for employment is true and complete to the best of my knowledge. I understand that deliberate falsification or omission of this information may result in refusal of employment or dismissal.
2. In consideration of my employment, I agree to conform to the rules and regulations of Pine Valley Swim and Tennis Club, Inc., it's affiliates and subsidiaries (collectively, "Pine Valley"). I understand that if hired I will be an at will employee and my employment and compensation can be terminated with or without cause, and with or without notice, at the option of either the Pine Valley or myself. I understand that no representative of Pine Valley, other than the President or Vice President of Pine Valley, has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing.
3. In consideration of Pine Valley's acceptance of this employment application and, if applicable, my subsequent employment by Pine Valley, I hereby agree to submit all disputes related in any way to employment at Pine Valley (including any dispute concerning my application for employment with Pine Valley) based on legally protected rights recognized in the state where I applied for a position to final and binding arbitration pursuant to Pine Valley's Alternative Dispute Resolution Policy ("ADR Policy"). In the event the binding arbitration provision of Pine Valley's ADR Policy is deemed void for any reason, I hereby agree to waive any right to jury trial that I may have.

Signature: _____ Date: _____

(Your signature indicates that you have read and understood items 1 through 3 above.)

If under 18, Signature of Parent or Guardian: _____ Date: _____

(Your signature indicates that you have read and understood items 1 through 3 above.)

For Office Use Only:

REG: _____ I: _____ I by: _____ P: _____ HD: _____ ID: _____ PMT: _____

GENERAL JOB DESCRIPTIONS

All positions require the ability to actively participate in all activities with the children. You will stand for very long periods of time in an outdoor setting. Although this is a volunteer position, it is understood that you are expected to perform your duties to the best of your ability and are subject to all Pine Valley Swim and Tennis Club Rules and Regulations. These are general descriptions only.

Junior Counselor In Training:

- Fees Apply: Monday through Friday; May be anywhere from one week up to all sessions. Part-time also available.
- Two reference letters are required to accompany this application. At least one letter must be from a teacher. No reference letters should be from a relative.
- Pre-Season and weekly camp session training required.
- A limited number of Jr. C.I.T's are accepted.

Are 14 years of age and are not left alone in an area with a group of campers. You have chosen to spend your camp time working with children ages 5-10 and learning responsibilities associated with supervising children in a camp setting. You will actively assist in the supervision of campers ages 5-10, as well as setting up / cleaning up activities. You will assist in the preparation and distribution of morning and afternoon snack. You will assist in maintaining supplies and equipment in proper working order and in an organized manner. Assist to ensure all Camp and Club Rules are being followed.

Set a good example for the children you are working with by:

- Readily assisting Counselors without having them to ask for your assistance
- Following all Camp and Club Rules
- Using appropriate language.
- Being a good role model while providing a positive clean, caring and safe environment

Counselor In Training:

- No Fees / No Pay: Monday through Friday; May be anywhere from one week up to all sessions. Part-time also available.
- Two reference letters are required to accompany this application. At least one letter must be from a teacher. No reference letters should be from a relative.
- A limited number of C.I.T's are accepted.

Are 15 years of age or older and are not left alone in an area with a group of campers. You have chosen to spend your camp time working with children ages 5-14 and learning responsibilities associated with supervising children in a camp setting. You will actively assist in the supervision of campers ages 5-14, as well as in setting up / cleaning up activities. You will assist in the preparation and distribution of morning and afternoon snack. You will assist in maintaining supplies and equipment in proper working order and in an organized manner. You will help to ensure all Camp and Club Rules are being followed.

Expectations extend from those established as a Jr. CIT. You will take on more responsibility and will assist in providing leadership for Jr. CIT's.

Participants in the CIT program providing 4 or more weeks of service are eligible to receive FREE on-site First Aid, CPR and Life-guard training.

All positions require a commitment on your part to making this the BEST summer at camp!