

**Springfield College's Camp Massasoit
STAFF APPLICATION**

POSITION(S) APPLING FOR: _____

DATE OF APPLICATION: _____

NOTE: PLEASE BE CONCISE YET THOROUGH IN
COMPLETING THE APPLICATION. SHOULD YOU NEED
MORE SPACE, PLEASE USE ADDITIONAL PAPER.

FOR OFFICE USE ONLY:

Application Rec'd _____
 Interview Date _____
 Student _____
 Non-Student _____
 New Staff Member _____
 Returner _____
 Position _____
 Notes: _____

 Agreement Sent _____

PLEASE PRINT OR TYPE CLEARLY

PERSONAL:

 Last Name _____ First _____ MI _____ Nickname _____
 T-Shirt Size _____ If SC student, your student ID #: _____
 Current Address: _____
 City: _____ State: _____ Zip: _____ Cell Phone: () _____
 Permanent Address: _____
 City: _____ State: _____ Zip: _____ Phone: () _____
 Earliest date you will be available: _____ Latest date you may remain: _____
 Email Address: _____
 Full Time Student: Yes No If yes, where: _____
 If no, Occupation: _____
 Preferred Mailing Address: Current Permanent Until what date: _____
 How did you hear about Camp Massasoit? _____

EDUCATION:

SCHOOL	NAME OF SCHOOL	COURSE OF STUDY	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE/ DIPLOMA
GRADUATE DEGREE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
UNDERGRADUATE DEGREE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	

CERTIFICATIONS

Indicate with an X if you are currently certified in any of the following areas:

[] Standard First Aid Date Obtained: _____ Valid Through: _____
 [] Advanced First Aid Date Obtained: _____ Valid Through: _____
 [] CPR Date Obtained: _____ Valid Through: _____
 [] Water Safety Instructor Date Obtained: _____ Valid Through: _____
 [] Lifeguard Certified Date Obtained: _____ Valid Through: _____
 [] Archery Date Obtained: _____ Valid Through: _____
 Small Craft Instructor in
 [] Canoe [] Kayak Date Obtained: _____ Valid Through: _____

SEND APPLICATION TO:

Angela Veatch, Springfield College's Camp Massasoit, 263 Alden St., Springfield, MA 01109
 Telephone Numbers: (413) 748-4020 (main) campmassasoit@springfieldcollege.edu

EMPLOYMENT: (Please start with present or most recent employer.)

1. Company Name: _____
 Address: _____ Telephone: () _____
 Employed (mm/yy-mm/yy): _____ Salary: _____ Position: _____
 Name of Supervisor: _____ Reason for Leaving: _____
 Job responsibilities: _____

2. Company Name: _____
 Address: _____ Telephone: () _____
 Employed (mm/yy-mm/yy): _____ Salary: _____ Position: _____
 Name of Supervisor: _____ Reason for Leaving: _____
 Job responsibilities: _____

3. Company Name: _____
 Address: _____ Telephone: () _____
 Employed (mm/yy-mm/yy): _____ Salary: _____ Position: _____
 Name of Supervisor: _____ Reason for Leaving: _____
 Job responsibilities: _____

<i><u>Verificiation of Employment: For Office Use Only</u></i>			
1. Name of Contact:	Date:	Employment Verified	Y/N
2. Name of Contact:	Date:	Employment Verified	Y/N
3. Name of Contact:	Date:	Employment Verified	Y/N

COACHING, TEACHING, OR VOLUNTEER EXPERIENCE: (including student teaching)

1. Organization Name: _____ Position: _____
 Name of Supervisor: _____ Telephone: () _____
 Address: _____ Employed (mm/yy-mm/yy): _____
 Responsibilities: _____

2. Organization Name: _____ Position: _____
 Name of Supervisor: _____ Telephone: () _____
 Address: _____ Employed (mm/yy-mm/yy): _____
 Responsibilities: _____

The following is a list of activities offered at Camp Massasoit. Please put a "T" before those activities you can organize and teach. Put an "A" where you feel you could assist confidently and competently. Put an "H" before those activities that you pursue on a recreational level (hobby).

- | | | |
|-------------------------------------|----------------------------------|---------------------------|
| _____ Archery | _____ Drama (Skits, Performance) | _____ Science Experiments |
| _____ Animals | _____ Disc Golf | _____ Singing/Song Leader |
| _____ Arts and Crafts | _____ Ecology | _____ Swimming |
| _____ Astronomy | _____ Geology | _____ Tie-Dye |
| _____ Birds | _____ Group Games | _____ Trees |
| _____ Canoeing | _____ Kayaking | |
| _____ Challenge Course Facilitation | _____ Painting | |
| _____ Competitive Swimming | _____ Rock climbing | |

_____ Other (Be Specific): _____

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REFERENCES

Please give the name, address, & current telephone number of three adults (not relatives or friends) who have knowledge of your character, experience & ability who you have contacted for a written reference. **PLEASE DOWNLOAD OUR REFERENCE FORM AND HAVE THOSE NAMED BELOW FILL ONE OUT.**

_____	_____	(____) _____
Name	Address	Telephone Number
_____	_____	(____) _____
Name	Address	Telephone Number
_____	_____	(____) _____
Name	Address	Telephone Number

ADDITIONAL REQUIREMENTS:

1. REQUIRED ESSAY:
Please comment on your philosophy with regards to children and how you would program for outdoor learning experiences at Camp Massasoit.

2. ACTIVITY PLAN:
Please download a copy of our activity plan worksheet and submit one activity plan that you believe would help to achieve the philosophy of the camp based on the position for which you are applying.

ADDITIONAL INFORMATION:

1. Do you have a valid U.S. driver's license? Yes No State of Issuance _____ # _____
2. Have you ever had a driver's license suspended or revoked in the last 4 years? Yes No
If yes, please provide details: _____
3. Is there an age level you feel most comfortable working with? _____
Least comfortable? _____
4. Can you commit to nine weeks of camp? Yes No
Date(s) of conflict: _____
5. Would you need on-campus housing over the summer? Yes No
6. When would the most convenient time and day be for an interview?
A. _____ B. _____ C. _____
7. Are you legally eligible for employment in the United States? Yes No
8. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? Yes No If yes, please explain: (Use a separate sheet, if necessary.)

9. Have you ever been convicted of distribution and trafficking of narcotics or other controlled substances.
 Yes No If yes, please explain: (Use a separate sheet, if necessary.)

10. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor,

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including, but not limited to a domestic order or protection? Yes No If yes, please explain: (Use a separate sheet, if necessary.)

I understand that:

- a) Camp Massasoit may deny employment to any person who answers "yes" to any question 8-10. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) Camp Massasoit may terminate employment of any person if that person is found, regardless of when discovered, to:
 - i. have a history of complaints of abuse of a minor;
 - ii. have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
 - iii. have falsified or omitted information in this disclosure statement.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____

Springfield College's Camp Massasoit is an equal opportunity employer and we do not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by federal, state or local law.

The statements in this application are true, correct and complete. I understand any misrepresentation or omission of information on this application shall be considered sufficient reason for withdrawal of an offer or subsequent termination of employment.

I authorize investigation of all the statements herein and release Camp Massasoit and all others from liability in connection with the same. I understand that, if employed, I will be an at-will employee and that any agreement to the contrary must be in writing and signed by the director of the camp.

I hereby authorize Springfield College's Camp Massasoit to contact my stated references and to conduct a personal criminal record check. I understand and agree to the conditions stated above.

Date

Signature

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