

**FOR OFFICE USE ONLY:**

Application Rec'd \_\_\_\_\_  
 Interview Date \_\_\_\_\_  
 Student \_\_\_\_\_  
 Non-Student \_\_\_\_\_  
 New Staff Member \_\_\_\_\_  
 Returner \_\_\_\_\_  
 Position \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 Agreement Sent \_\_\_\_\_

## 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.

PLEASE PRINT OR TYPE CLEARLY

**PERSONAL:**

\_\_\_\_\_  
 Last Name First MI Nickname  
 T-Shirt Size \_\_\_\_\_  
 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) (413) 750-5012 (fax) [campmassasoit@springfieldcollege.edu](mailto: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: \_\_\_\_\_

**Verificiation of Employment: For Office Use Only**

<b>1. Name of Contact:</b>	<b>Date:</b>	<b>Employment Verified</b>	<b>Y/N</b>
<b>2. Name of Contact:</b>	<b>Date:</b>	<b>Employment Verified</b>	<b>Y/N</b>
<b>3. Name of Contact:</b>	<b>Date:</b>	<b>Employment Verified</b>	<b>Y/N</b>

**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              | _____ First Aid    | _____ Paper Mache         |
| _____ Animals              | _____ Fishing      | _____ Photography         |
| _____ Arts and Crafts      | _____ Fitness      | _____ Pottery             |
| _____ Astronomy            | _____ Flowers      | _____ Rock climbing       |
| _____ Birds                | _____ Frisbee Golf | _____ Rowing              |
| _____ Camp Newsletters     | _____ Geology      | _____ Sailing             |
| _____ Canoeing             | _____ Group Games  | _____ Science Experiments |
| _____ Competitive Swimming | _____ Guitar       | _____ Singing/Song Leader |
| _____ Conservation         | _____ Kayaking     | _____ Storytelling        |
| _____ Dance                | _____ Meteorology  | _____ Swimming            |

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Drama (Skits, Performance)     Nature Treks     Tie-Dye  
 Ecology     Painting     Trees  
 Other (Be Specific): \_\_\_\_\_

**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 during the week of April 19 or the April 26 for an interview (remote? (List 2)  
A. \_\_\_\_\_ B. \_\_\_\_\_
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.)  
\_\_\_\_\_  
\_\_\_\_\_

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10. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?  Yes  No If yes, please explain: (Use a separate sheet, if necessary.)

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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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