



1620 Newfield Avenue | Stamford, CT. 06905 | 203-322-6941 ext. 106. | Fax 203-355-1151
E-mail: daycamp@italiancenter.org

2019 DAY CAMP EMPLOYMENT APPLICATION

Name _____ Email Address _____
Home Address _____ City/State _____
Cell Phone Number _____ Home Phone Number _____

Educational Status

Current School Attending: _____
High School: _____
Current Level:
High School: 2018/2019 [] 10th Grade [] 11th Grade [] 12th Grade
College: 2018/2019 [] Freshman [] Sophomore [] Junior [] Senior
Other: [] Teacher [] Educational Professional [] Other: _____

General Employment Information

The Day Camp will be in session from Monday June 24th, 2019, through Thursday August 15th, 2019.

Are you available to work the entire 8-week session? [] Yes [] No

If no, please explain why:

The Day Camp has a "Camp Set Up Day" and orientation on Saturday June 24th from 9:00am to 12:00 noon.

Are you able to attend this meeting? [] Yes [] No

If no, please explain why:

Are you available to work pre-season? [] Yes [] No

Camp Counselor Positions

Which position are you applying for?

- [] **Junior Counselor** (must be 16 years of age by start of camp)
- [] **Senior Counselor** (must have completed high school (or equivalent) and previous relevant experience)
- [] **Activity Counselor** (must have completed high school (or equivalent) and teaching experience in the area/activity)
- [] **Camp Maintenance Staff**

IC Day Camp Employment Application

Applicants for Junior Counselor or Senior Counselor Positions

Which age group would you prefer to work with?

- [] Preschool ages 4 years old to 5 years old
[] Entering/Finishing Kindergarten ages 5 years old & 6 years old
[] 1st Graders ages 6 years old & 7 years old
[] 2nd Graders ages 7 years old & 8 years old
[] 3rd & 4th Graders ages 8 year olds - 10 year olds
[] Middle School Campers 5th & 6th Graders ages 10 -12 years old

What are your areas of interest?

- [] Arts & Crafts [] Dance [] Music [] Nature [] Gym/Golf
[] Fitness [] Zumba [] Sports/Soccer [] Baseball/Softball [] Tennis

Applicants for Activity Counselor Positions

In which specific areas do you have experience?

- [] Arts & Crafts [] Dance [] Music [] Nature [] Gym/Golf
[] Fitness [] Zumba [] Sports/Soccer [] Baseball/Softball [] Tennis

Please explain your specific experience in this area;

Two horizontal lines for writing experience.

Employment History

Employer: _____ Position Held: _____
Dates of Employment: from _____ to _____ Reason for leaving: _____
Immediate Supervisor: _____ Contact Information: _____
Job Responsibilities: _____
Can we contact for a reference? [] Yes [] No

Employer: _____ Position Held: _____
Dates of Employment: from _____ to _____ Reason for leaving: _____
Immediate Supervisor: _____ Contact Information: _____
Job Responsibilities: _____
Can we contact for a reference? [] Yes [] No

Are you a member of the IC? [] Yes [] No
Have you ever been employed at the IC? [] Yes [] No
Position held: _____ Reason for leaving: _____

Personal Reference – Do not include relatives or family members

Reference #1
Name _____ How long has he/she known you? _____
Contact information; Phone Number _____ E-mail Address _____
Relationship to applicant _____

Reference #2
Name _____ How long has he/she known you? _____
Contact information; Phone Number _____ E-mail Address _____
Relationship to applicant _____

IC Day Camp Employment Application

Background Check Information:

Due to the nature of certain positions at this company, a criminal background check may be necessary as part of our application process. If you are advised that this is necessary concerning the position you are applying for, please provide the information requested below: (Please be advised that if you are applying for work at the Day Camp, it will be contingent on the results of the background check).

Please note when answering the following question:

- CT law prohibits employers from requiring disclosure of an arrest, criminal charge or conviction for which records have been erased
- Any person whose criminal records were erased will be considered to have never been arrested or convicted for such matter(s), and may swear so under oath concerning such records
- The type of criminal records subject to erasure are those pertaining to:
 - A finding of delinquency or that a child was a member of a family with service needs;
 - A sentence as a youthful offender
 - A criminal charge that was dismissed or nolle;
 - A criminal charge for which the person was found not guilty;
 - A conviction for which the person received an absolute pardon

Have you ever been convicted of a felony?

Yes No

If yes, please provide date(s) and details: _____

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

I hereby give permission for the Company to conduct a criminal background check for any record of a felony conviction. I understand that this will be contingent on my being considered for a position with the Day Camp. A conviction record will not necessarily be a bar to employment but factors such as recency, rehabilitation and relatedness to fitness to perform the job in question will be considered. I agree to fully cooperate in any such background investigation and to sign any waivers or releases that may be necessary to obtain access to relevant information. In the event that any custodian of data will not release reference information or criminal history information directly to the Company, I agree to personally request such information to the extent permitted by law. I understand that any conviction record(s) discovered during such investigation will be kept confidential and will not be disclosed to anyone except those Company personnel representatives with a need to know based on management responsibilities or involvement with the hiring process.

Applicant's Name (Please Print)

Date

Applicant's Signature

IC Day Camp Employment Application

APPLICANT STATEMENT

I, _____, certify that all information I have provided in order to apply for a position at The IC Day Camp, to be true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, or agencies to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

- Furthermore, if I am hired, I must provide a valid Physical Examination form, which must be completed by *my personal physician at my own expense*. (The physical examinations are valid for 3 years from the date of the examination). I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose for limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law. I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.
- If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and the employer reserves that same right to terminate my employment at any time with or without cause or prior notice, except as may be required by state or federal law. This application is not an agreement or contract for employment. I understand that no supervisor or representative of the employer is authorized to make any assurances, implied, oral or written to the contrary and that all such statements are invalid unless written and signed by the employer's Board of Directors. I understand that by submitting this employment application, it does not guarantee that I will be interviewed or hired for a position at The IC Day Camp. **I understand that if I am hired I will be required to provide proof of employment authorization and identity (as identified by federal laws) Failure to submit such proof will result in denial of employment.**
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to cancel further consideration of my application or immediately discharge me from employment whenever it is discovered.
- Do not sign until you have read the above applicant statement.
- I certify that I have read, fully understand and accept all the terms of the Applicant Statement. I also certify that all information that I have supplied is true and that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Applicant's Signature

Date

All applications must be completed in full. A member of the Day Camp Administrative Staff will contact you to schedule an interview if your qualifications meet the needs of the position for which you apply and if there is a position available. At the time of your interview, you must submit the attached 2 letters of recommendation. These written letters of recommendation can be completed by previous employers, teachers, or family friends. The person(s) that are writing the recommendations should have known the applicant for at least one year.



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EMPLOYMENT REFERENCE

Each applicant is required to provide **two** IC Day Camp Reference Forms as part of the application process. These forms must be on file with the employment application. Anyone completing the reference form must be over the age of 18 years old and must have known the applicant for more than one year. References may not be given by a relative or a family member.

I, _____, hereby give _____,	_____
<small>Applicant Name</small>	<small>Reference Provider</small>
permission to complete this form as part of my application process for The IC Day Camp.	
Applicant's Signature _____	Date _____

Reference Provider Name _____
Phone Number _____ Email _____
In what capacity do you know the applicant? _____
How long have you known the applicant? _____

Please rate the applicant in the following areas: Your specific comments and experiences are appreciated.

1- Excellent **2- Very Good** **3- Average/Satisfactory**
4-Below Average **5-Not Applicable**

- **The applicant's ability to handle responsibility:**

Circle Rating:	1	2	3	4	5
Comments:	_____				

- **The applicant's reliability:**

Circle Rating:	1	2	3	4	5
Comments:	_____				

- **The applicant's dependability:**

Circle Rating:	1	2	3	4	5
Comments:	_____				

The IC Day Camp Employment Reference

- The applicant's flexibility to change:

Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's ability to be creative:

Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's sportsmanship:

Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's ability to work with children between the ages of 4-5 years old:

Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's ability to work with children between the ages of 6-9 years old:

Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's ability to work with children between the ages of 10-12 years old:

Circle Rating: 1 2 3 4 5
Comments: _____

- Would you hire/rehire this applicant if he/she were seeking employment? [] Yes [] No
In what capacity have you known the applicant to work with children? Please include the ages of the children.
How do you feel this applicant would be a positive part of the camp staff?
Can a member of the IC Day Camp administrative staff contact you if we have any further questions? [] Yes [] No

I, _____, agree that all statements on this reference form to be true and valid.
Reference Provider

Signature of Reference Date

Thank you for taking the time to complete this form!



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Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's ability to work with children between the ages of 6-9 years old:

Circle Rating: 1 2 3 4 5
Comments: _____

- The applicant's ability to work with children between the ages of 10-12 years old:

Circle Rating: 1 2 3 4 5
Comments: _____

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