



Staff applications must be turned in to the camp office by **April 28th, 2017** if you wish to be considered for a staff position in 2016. If hired, your file must be complete by **May 26th, 2017** in order to work at camp. If your paperwork is not in by the deadlines, you will not be allowed to work at camp.

Name: _____ **Date:** _____

DOCUMENT (please include a copy)

- | | |
|--|-------------------------------|
| <input type="checkbox"/> Staff Application | Due April 28th |
| <input type="checkbox"/> Criminal Records Check | Due April 28th |
| <input type="checkbox"/> Voluntary Disclosure Statement | Due April 28th |
| <input type="checkbox"/> Social Security Card | Due May 26th |
| <input type="checkbox"/> Driver's License (front and back) | Due May 26th |
| <input type="checkbox"/> Authorization Form | To be done at camp |
| <input type="checkbox"/> Health insurance card (front and back) | Due May 26th |
| <input type="checkbox"/> Health and Personal History | Due May 26th |
| <input type="checkbox"/> Medical Examination Form | Due May 26th |
| <input type="checkbox"/> TB Test | Due May 26th |
| <input type="checkbox"/> Immunization Records | Due May 26th |
| <input type="checkbox"/> Cardiology Form/Activity Participation Form
(Staff with Heart Conditions Only) | Due May 26th |
| <input type="checkbox"/> CPR/FIRST AID | Due prior to camp if possible |
| <input type="checkbox"/> Additional Documents that prove Certification | Due May 26th |



2017 Summer Staff Application

Name _____ Date of Birth _____ Social Security # _____

Address _____

Contact Phone # _____ Email _____

Are you available from June 10th- June 23rd, 2017? _____ Shirt Size _____

Which position are you applying for? (Counselor, Instructor) _____

Can you perform the essential functions of the job for which you are applying? _____

Education Please list all education High School and beyond.

Years	School	Major Subjects	Degree Granted

Past Work History Please provide a full record of employment, paid and volunteer.

Dates	Employer/Supervisor	Phone	Nature of Work	Reason for Leaving

Please indicate any employer that you do not want us to contact and why.

Camp Experience Please provide a full record of your camp experiences, camper and staff.

Dates	Camp and Director	Location	Camper or Staff?

2017 Summer Staff Application

References Please fill in information below for three people, not relatives, having knowledge of your character, experience, work habits and ability.

Name	Address	Phone Number

Please give a brief biographical sketch, including specialized training in camping, and experience or training in other fields, which might have a bearing on the position for which you are applying.

Please list all current certifications. (CPR, First Aid, Lifeguard, etc.)

What contributions do you think you can make at camp?

What contributions do you think a well run camp can make to children?

Why do you want to be a part of the Camp Bon Coeur team this summer?

2017 Summer Staff Application

Harassment

The camp's policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.) If yes, please explain.

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law, which alters that status. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp.

Signature _____ Date _____



Criminal Records Check

To: Lafayette Parish Sheriff's Office
Record's Department
P.O. Drawer 3508
Lafayette, LA 70502

From: Camp Bon Coeur
405 W. Main St.
Lafayette, LA 70501
Ben Smith, Camp Director
(337) 233-8437

Re: Authorization to disclose a local criminal history record.

By my signature below, I authorize such an investigation and further authorize the Lafayette Parish Sheriff's Office to release all criminal record information maintained in their files which may confirm or deny my eligibility for employment, or residency to the agency/facility/center or school named above.

Applicant's Full Name: _____

Applicant's Signature: _____

Applicant's Social Security #: _____

Applicant's Date of Birth: _____

Date: _____ Witness: _____



Voluntary Disclosure Statement

Name _____ Date of Birth _____
Last First Middle

Home Address _____
Street & Number City State Zip

Social Security # _____ Other names by which known (e.g., maiden name) _____

Home Phone (_____) _____ Business Phone (if applicable) (_____) _____
Area Code & Number Area Code & Number

School or College _____
Address _____
Street & Number City State Zip

Driver's License # _____ State _____ Expiration Date _____

1. Previous residence(s) for last 5 years (include college and home residences):
- | | | |
|------------|-------------|-------------|
| City _____ | State _____ | Years _____ |
| City _____ | State _____ | Years _____ |
| City _____ | State _____ | Years _____ |
| City _____ | State _____ | Years _____ |
| City _____ | State _____ | Years _____ |

(Continue on separate sheet if necessary.)

2. 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.)

3. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below? ____ Yes ____ No

- Indecent assault and battery on a child under fourteen?
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes

If yes, please explain: (Use a separate sheet if necessary.)

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children? ____ Yes ____ No

If yes, please explain: (Use a separate sheet if necessary.)

5. 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.)

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children? ____ Yes ____ No

If yes, please explain:

I understand that:

- a) The camp may deny employment to any person who answers any of questions numbered 2-5 above in the affirmative.
- b) In applying for a camp position the information, which I have furnished, on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers.
- c) The camp may terminate employment or volunteer service of any person:
 - 1. found to have a history of complaints of abuse of a minor and/or
 - 2. found to 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.
- d) This disclosure statement must be updated yearly.

Signature _____ Date _____

Signature of Minor's Parent or Guardian _____ Date _____



Job Title: Activity Instructor

Type: Seasonal

Reports to: Camp Director

Responsibilities: Provides instruction to camp participants for indicated activity. Teaches the associated knowledge and skills and assists campers in achieving activity goals.

Requirements: Must have attended at least one year of college and/or have prior camp instructing experience. Must be able to reside at camp for the duration of encampment including Staff Training. Proper certification may be required for certain activities.

Physical Requirements:

1. Able to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Able to observe staff and camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the ability to maintain constant supervision of campers.

Vital Job Functions:

1. Develop and deliver a program that is appropriate for the age and ability of the campers.
 - a. Write lesson plans that meet camp outcomes and the abilities of the campers.
 - b. Evaluate the abilities of the campers and staff.
 - c. Evaluate the success of your specific program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - a. Assist in the implementation of staff training for your activity.
 - b. Train other staff in their responsibilities when at your activity.
 - c. Ensure campers and staff follow safety procedures.
3. Maintain and care for the physical facilities and equipment in your program area.
 - a. Maintain the equipment in your program area.
 - b. Ensure the security of the equipment when not in use.
 - c. Conduct a daily check of the area and equipment for safety, cleanliness and good repair.
 - d. Clean your program area after each use.

Other Job Functions:

1. Participate enthusiastically in all camp activities, planning and leading those assigned to you.
2. Participate as a member of the camp staff to deliver and supervise evening programs, special events and all other camp activities and camp functions.



Job Title: Cabin Counselor

Type: Seasonal

Reports to: Camp Director

Responsibilities: Oversees and cares for a group of campers. Lives with the campers and is responsible for the general welfare of their group of campers. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

Requirements: Must have attended at least one year of college and/or have prior camp experience. Must be able to reside at camp for the duration of encampment including Staff Training.

Physical Requirements:

1. Able to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Able to observe staff and camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess the ability to maintain constant supervision of campers.

Vital Job Functions:

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
 - a. Apply basic youth development principles working with campers through the communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - b. Assure campers are properly supervised at all times.
 - c. Be aware of and implement safety guidelines.
2. Participate in the development and implementation of special and evening programs for the campers.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - a. Provide the daily care of each camper within your cabin including recognizing any health/hygiene issues that may arise.
 - b. Ensure that campers receive their medications as directed by the Head Nurse.
 - c. Be alert to campers and staff needs and assist them with personal and/or health problems and discuss with Head Nurse and/or Camp Director when appropriate.
 - d. Be alert to equipment and facilities to ensure utilization, proper care and maintenance are kept up. Reports any needed repairs to the Camp Director.

4. Be a role model to campers and staff in your attitude and behavior.
 - a. Follow and uphold all safety and security rules and procedures.
 - b. Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule and sportsmanship.

Other Job Functions:

1. Participate enthusiastically in all camp activities, planning and leading those assigned to you.
2. Participate as a member of the camp staff to deliver and supervise evening programs, special events and all other camp activities and camp functions.