

**Don Bosco Boys Camp 2015**  
**Application For Counselors (16+)**  
**& Counselors in Training—CITs (13+)**

**In Compliance With the *New Hampshire Code of Administrative Rules* (NHCAR)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Position (circle one) Counselor / CIT Wage \_\_\_\_\_

**Counselors & Counselors in Training (CITs)** Volunteer

*Counselors* are “responsible for the direct supervision of campers and the supervision and training of CITs.” (NHCAR 902.11)

*Counselors in Training* “work directly with campers only under the supervision of a counselor.” (NHCAR, 902.12)

“At least 80% of counselors must be 16 or older and be at least 2 years or more older than the campers with whom they are working.” (NHCAR 904.02)

\_\_\_\_\_ Has received comprehensive training from the Director prior to commencing activities with campers.

\_\_\_\_\_ If 18 or older, has completed “Protecting God’s Children” or the equivalent in another diocese

\_\_\_\_\_ Not listed in the national sex offenders public registry

\_\_\_\_\_ Criminal background check reveals no convictions listed in the NHCAR (p. 12)

\_\_\_\_\_ Certified First Responder (the camp needs one person with this certification - NHCAR p.22)

\_\_\_\_\_ Certified CPR/FPR (the camp needs one person with this certification - NHCAR p.22)

\_\_\_\_\_ Has submitted proof of physical examination and clearance from a doctor

\_\_\_\_\_ If under 18 the parents or legal guardian provided written certification compliant with NHCAR (p.13). If the camp director is sufficiently familiar with the individual he may waive the checking of references (NHCAR p. 13)

\_\_\_\_\_ If a counselor earning \$600 or more, has presented the necessary identification and completed the required paperwork at the parish office.

\_\_\_\_\_ If a CIT, clearly understands that this is an unpaid volunteer position by writing “Volunteer” in the “Wage” space above.

**Don Bosco Boys' Camp**  
**Application for Employment as a Counselor**

**PERSONAL INFORMATION**

Full Name : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail address: \_\_\_\_\_

What school are you presently enrolled in? \_\_\_\_\_

Year you are now in: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Please explain any previous camp experience you have.

Have you ever been employed by the Diocese, any Catholic parish or school, or other Catholic agency?  
Yes/No Where and when?

Please list your last 3 jobs, providing full employer address, phone number, name of supervisor, position and major job responsibilities:

- 1.
- 2.
- 3.

**REFERENCES:** Please provide full names, addresses, phone numbers and relationship to 3 references. They may not be relatives.

- 1.
- 2.
- 3.

**SKILLS**

List activities you have participated in (professional, social, school, community, and Church). Circle the one you liked the most.

- 1.
- 2.
- 3.

List any other qualifications/certification you have (CPR, First Aid, Lifeguard, etc.)

Qualification	Expiration Date
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List any other skills and/or attributes you have that you feel will be beneficial to camp

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**YOUR PERSONALITY**

What are your strongest qualities?

What personal characteristic would you like to improve?

How would you describe yourself to someone who didn't know you?

What do you perceive to be the biggest responsibility of a counselor?

What is the most important thing you would like campers to learn from you at camp?

Please describe any leadership experience you have had.

What do you anticipate your greatest challenge at camp to be?

Why do you think you should be employed by Don Bosco Boys' Camp?

**GENERAL INFORMATION**

Are you able to commit to the full 4 weeks of camp? Yes/No

If not, which weeks are you available for? \_\_\_\_\_

Have you read and do you understand the Camp philosophy? Yes/ No

If offered employment, can you submit verification of your legal right to work in the US? (Birth certificate, passport, driver's license ...) Yes/No

Employment Application Agreement:

The facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application will be considered sufficient cause for dismissal. I understand that if I am hired, I can be terminated at any time, with cause, with or without notice.

Applicant's Signature \_\_\_\_\_ Date\_\_\_\_\_

Printed Name \_\_\_\_\_

Parent Signature is required for all staff who are under the age of 18.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that I have received and read a copy of the Don Bosco Employee Handbook.

\_\_\_\_\_  
Employee Date



CONSENT FORM

In the Camp’s effort to attract the highest quality of staff, I have been advised that as part of the application process for employment with the Camp, an extensive inquiry will be made concerning my prior employment, activities, character and health, and I fully consent to authorize all such inquiries.

In the event of my employment, I will comply with all the policies set forth in the Staff manual and with other policies established from time to time by the Camp. I acknowledge receipt of a copy of the Staff Handbook and that I have read the book.

I will submit to the camp a current physical examination report that has been done by a licensed physician showing me to be fit for duty as a camp staff member and free of contagious diseases.

Additionally, I authorize the Camp to request my employment record from any former employer. I further understand that inquires may be made concerning me, my background, experience and prior employment. Yu or your representatives may make inquires or requests to any governmental agency, including law enforcement agencies or departments, or any other party with a legal and proper interest. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is my interest that I be considered for employment.

I certify that statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment with the Camp.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENTS AND THAT I VOLUNARILY SIGN THIS APPLCAITON.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For any counselor, CIT, or JC who is younger than 18 years old, the counselor’s parent or legal guardian shall sign and submit the following certification in lieu of the results specified in Env Wq 900 (b)(1):

“I certify that \_\_\_\_\_ meets the requirements for counselors specified in Env-Wq 904.02(d). I understand that this certification will be relied on by the owner(s) and operator(s) of Don Bosco Camp in determining whether to allow the above named minor to work directly with campers.”

Env 904.02(d) No individual shall be a counselor, CIT, or JC who has any criminal conviction for any offense involving:

- (1) Causing or threatening direct physical injury to any individual;
- (2) Causing or threatening harm of any nature to any child or children; or
- (3) Unlawfully taking property of another, whether through force or threat of force or through deception.

Signature of parent \_\_\_\_\_ Date \_\_\_\_\_

