**Don Bosco Boys Camp Application**

For Counselors, CIT Volunteers, and Adult Volunteers

**For Counselors** *16 or older a time of camp*

1. Complete this application.
2. Submit a recent physical (within 2 years).
3. Complete W9 payroll form available through HFA.
4. Complete and submit the DCYF Central Registry Name Search Authorization Release of Information to Third Party (found on donboscoboyscamp.org website).
5. Complete Diocese of Manchester Safe Environment Training Program online child safety training course (about 1 hour) available at manchester.cmgconnect.org
6. Please note: by signing the Consent Form below you are authorizing the Don Bosco Boys Camp at Holy Family Academy to conduct a Criminal Background Check.

**For CIT Volunteer** *15 or older at time of camp*

1. Complete this application.
2. Submit a recent physical (within 2 years).
3. Complete and submit the DCYF Central Registry Name Search Authorization Release of Information to Third Party (found on donboscoboyscamp.org website).

**For Adult Volunteers** *18 or older at time of camp*

1. Complete this application.
2. Submit a recent physical (within 2 years).
3. Complete and submit the DCYF Central Registry Name Search Authorization Release of Information to Third Party (found on donboscoboyscamp.org website).
4. Complete Diocese of Manchester Safe Environment Training Program online child safety training course (about 1 hour) available at manchester.cmgconnect.org
5. Please note: by signing the Consent Form below you are authorizing the Don Bosco Boys Camp at Holy Family Academy to conduct a Criminal Background Check.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

What school do you attend? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What grade are will you be in? \_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYMENT INFORMATION**

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.

1.

2.

3.

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

Qualification Expiration Date

**GENERAL INFORMATION**

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

If offered employment (not applicable to CITS), 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 (available at donboscoboyscamp.org)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. You 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 or CIT 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_