

**Cedardale Groveland Summer Day Camp  
Application for Employment or Volunteering**

P.O. Box 16, 20 Bare Hill Road  
Groveland, MA 01834

Tel: 978-372-2622 Email: [camp11@cedardale.com](mailto:camp11@cedardale.com)

Cedardale Groveland provides equal opportunities to employees/volunteers and applicants for all positions without regard to race, color, religion, creed, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We are an Equal Opportunity Employer.

**Please Print:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Email \_\_\_\_\_

College Name and Email \_\_\_\_\_

Dates available to work: From \_\_\_\_\_ To \_\_\_\_\_

Position you are applying for \_\_\_\_\_ Salary desired? \_\_\_\_\_

Do you meet or exceed any minimum age requirements for that position? \_\_\_\_\_

Don't know the minimum age \_\_\_\_\_

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodations? \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Phone # & Relation \_\_\_\_\_

**I am able to commit to the full 8 weeks of camp from June 25th – August 17th \_\_\_\_\_**

**I am able to attend the mandatory Staff/Volunteer Orientation dates during June and any other time deemed necessary and the Open House in May \_\_\_\_\_**

**Education and Certifications:**

High School: \_\_\_\_\_ Major \_\_\_\_\_ Yrs. Completed/Degree \_\_\_\_\_

College: \_\_\_\_\_ Major \_\_\_\_\_ Yrs. Completer/Degree \_\_\_\_\_

Graduate College: \_\_\_\_\_

Please list any certifications you have or trainings you have attended. Copies of certifications/credentials should be attached to this application (Ex. Education, First Aid, CPR, Lifeguard Certification, etc.).

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

**Present and Past Work History:** By **LAW** you are required to fill out your last five years of work experience **-Paid and Volunteer**. Begin with your most current position. Attach a separate sheet, if necessary.

Employer/Company: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Employer/Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Employer/Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Employer/Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Telephone # \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

\*Indicate any employer you **do not** wish us to contact, and the reason: \_\_\_\_\_  
\_\_\_\_\_

**References:** Please provide the names, telephone numbers, and addresses/email of three persons (not related to you) who have knowledge of your character, experience, work habits and ability.

<b>Name</b>	<b>Telephone #</b>	<b>Address/Email</b>	<b>Relationship</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Camp Experience:**

Please describe your camp experiences with the dates and names of the camp you were a staff member or volunteer:

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

Describe any work, training or experience you have with children:

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

Have you ever worked with a child who needs additional guidance? If yes, please explain what steps you took to help him/her succeed:

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

What would be your strategy for setting appropriate limits with children?

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

**All staff** are expected to **plan, participate fully and organize activities** for campers. Within the context of the position you are applying for, what specific activity ideas do you plan on implementing at camp?

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**Camp Program Skills:** Put a “T” in front of the activities you can organize and **Teach** on your own, and an “A” for those activities that you can assist.

**Adventure/Challenge**

\_\_\_ challenge/ropes course

**Arts & Crafts**

\_\_\_ beading

\_\_\_ crafts  
 \_\_\_ drawing/painting  
 \_\_\_ gimp lacings  
 \_\_\_ jewelry design  
 \_\_\_ sewing

**Camp Crafts**

\_\_\_ Native American Lore  
 \_\_\_ orienteering  
  
 \_\_\_ outdoor living skills  
 \_\_\_ gymnastics

**Drama**

\_\_\_ dance  
 \_\_\_ film/video  
 \_\_\_ acting  
 \_\_\_ theatre/skits  
 \_\_\_ singing  
 \_\_\_ clowning

**Early Childhood**

\_\_\_ behavior management  
 \_\_\_ enrichment activities (list)  
 \_\_\_ group games  
 \_\_\_ story telling

**Music**

\_\_\_ singing  
 \_\_\_ instrument (list)

**Nature**

\_\_\_ earth science  
 \_\_\_ environmental studies

**Sports/Fitness**

\_\_\_ aerobics  
 \_\_\_ field games  
 \_\_\_ baseball/softball  
 \_\_\_ basketball  
 \_\_\_ gaga  
 \_\_\_ flag football  
 \_\_\_ mini golf  
 \_\_\_ badminton  
 \_\_\_ lacrosse  
 \_\_\_ team building games  
 \_\_\_ hockey (street)  
 \_\_\_ informal games  
 \_\_\_ soccer  
 \_\_\_ tennis  
 \_\_\_ track/field  
 \_\_\_ volleyball

**Technology**

\_\_\_ newspaper/writing  
 \_\_\_ communication web design  
 \_\_\_ computers  
 \_\_\_ film/video editing  
 \_\_\_ digital photography  
 \_\_\_ photography

**Archery**

\_\_\_ certified archery instructor  
 \_\_\_ teach

**Waterfront Activities**

\_\_\_ First Aid/CPR/AED  
 \_\_\_ Life Guarding  
 \_\_\_ canoeing  
 \_\_\_ swimming instruction  
 \_\_\_ swimming, competitive  
 \_\_\_ swimming, synchronized  
 \_\_\_ water exercise

**Miscellaneous**

\_\_\_ community service  
 \_\_\_ Leadership development/LIT  
 \_\_\_ lego ®  
 \_\_\_ radio/TV  
 \_\_\_ scavenger hunts  
 \_\_\_ story telling  
 \_\_\_ team building activities

**Other (List)**

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

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**Applicant's Statement:**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize Cedardale Groveland Summer Day Camp to request my employment record from any former employer(s). I further understand that inquiries may be made, concerning my background, experience, character and prior employment. 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 in my interest that I be considered for employment or as a volunteer.

I understand that Cedardale Groveland Summer Day Camp is required by Massachusetts law to submit and receive back a **CORI** (Criminal Offender Record Information with Juvenile report) and **SORI** (Sexual Offender Registry Information) on each staff person/volunteer prior to hiring the individual. The CORI regulations require that each applicant provide a government issued photo identification such as a driver's license, passport, state identification or photo ID that has been issued by a government entity (bring to interview) and that a copy of the ID be kept on file with the camp.

I understand the Cedardale Groveland Summer Camp is required to submit a **CORI** and **SORI** background check, and that my employment/volunteer status is contingent upon the information received.

I understand that failure to cooperate with a criminal background check may result in the rejection of my application or the termination of my employment/volunteer status.

I understand that an I-9 (immigration) form must be completed by me with accompanying documents (immigration papers) within 3 days of my employment otherwise I will be released from employment until such information is produced by me.

I authorize Cedardale Groveland Summer Day Camp to take, use, photocopy, display, publish and reproduce photographs, and/or videos of me taken during camp, camp events and/or orientation for its records, newspaper, website, social media, etc. and for promotional purposes.

I certify that the facts contained in the application are true and complete to the best of my knowledge. I understand that, if employed, falsified and misleading statements given on my application or interview shall be grounds for dismissal, regardless of the date of discovery by the camp. I understand, also that I am required to abide by all rules and regulations of the employer. I authorize investigation of all statements contained herein, and the references listed above, and give Cedardale Groveland Summer Day Camp any and all information concerning my previous employment, and any pertinent information they may have, and release all parties from all liability for any damage that may result from furnishing information to Cedardale Groveland Summer Day Camp. I understand and agree that, if employed, I will be an at-will employee that can be terminated at any time without prior notice, unless there is an agreement that alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp-official.

**Print Applicant's Name:** \_\_\_\_\_

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print name of Parent/Guardian if applicant is under 18 years old:** \_\_\_\_\_

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**(If applicant is under 18 years old)**

\*What is your T-shirt size? This information is for staff uniform ordering purposes, if you are hired. Please check one.\*

Adult Small \_\_\_\_\_ Adult Medium \_\_\_\_\_ Adult Large \_\_\_\_\_ Adult X-Large \_\_\_\_\_