



2016 Resident Camp Staff Application

Name of Applicant: _____ Age (As of July 1, 2016): _____ Male Female

NOTICE TO APPLICANT:

This application will be carefully reviewed and given every consideration; however, its receipt does not imply that the applicant will be employed by the Susquehanna Council, Boy Scouts of America. Applicants are considered for positions without regard to race, color, national origin, age, gender, marital status, religious affiliation, veteran status, or the presence of a health problem or handicap that is unrelated to their ability to perform the duties and responsibilities of the job(s) requested. Applicants are not required to give any information on this form that is prohibited by federal or local law.

Applicants must be, or agree to become prior to the date of employment, registered members of the Boy Scouts of America in the Susquehanna Council. Registration for adults will require a public records criminal background check. Applicants will have an opportunity to review and challenge any adverse information that may be disclosed by said criminal background check. Staff may be required to provide PA act 15 clearances.

All applicants accepted for employment are on a trial basis with a probationary period and if, in the employer's judgment, it is found during this period of time that the employee has not satisfactorily adapted to the work assignment, or that information given within this application for employment has been misrepresented, the employment may be immediately terminated without other reason. In connection with this application for employment, an investigation may be conducted requesting information as to this applicant's character and reputation. Information as to the nature and scope of any investigation conducted will be furnished to the applicant upon written request.

RETURN APPLICATION TO:

Camp Director
Susquehanna Council, Boy Scouts of America
815 Northway Road
Williamsport, PA 17701
Email to: richard.morse@scouting.org

OFFICE USE ONLY

Application Received ____ / ____ / ____ Via: Mail Fax Email Delivered

Interview Date ____ / ____ / ____ Interview Time: _____ AM PM

Interviewer (s) _____

Staff Position Offered _____

Salary Offered \$ _____ Contract Issued: ____ / ____ / ____ Contract Signed

Comments: _____

BSA Registration W-4 Form I-9 Form Medical Form PA Act 15 Clearances

NCS Required NCS Scheduled Workers Comp Tax Withheld Work Permit

Approval: _____ Start Date: _____ End Date: _____





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GENERAL * THIS APPLICATION MUST BE FILLED OUT ENTIRELY *

First Name _____ MI: _____ Last Name: _____
 Date of Birth: ____ / ____ / _____
 Home Mailing Address: _____ Home Phone (_____) _____ - _____
 City _____ State ____ Zip _____ Cell Phone (_____) _____ - _____
 County of Residence: _____ Township or Boro of Residence: _____
 Home E-mail Address: _____ T Shirt Size: _____

Work/School Address _____ Work/School Phone (_____) _____ - _____
 City _____ State ____ Zip _____
 Work / College E-mail Address: _____
 Driver's License#: _____ State _____ Expiration _____
 Have you ever been convicted of a felony? Yes No Explain: _____

EDUCATION

High School _____ School District you Reside in: _____
 Choose One: High School: Grade: _____ Graduation Year _____ GED Year _____
 Choose One: College Student: Student Year: _____ Graduation Year: _____
 Name of College Attended _____
 Major or Degree Held _____

If you are enrolled as a college student, are you currently eligible to participate in the PHEAA (Pennsylvania Higher Education Assistance Agency) State Work Study Program? Yes No

PREVIOUS EMPLOYMENT - Current or most recent

Company: _____
 Company Address: _____ Company Phone (_____) _____ - _____
 City _____ State ____ Zip _____ Dates of Employment _____
 Position Held _____ Supervisor _____
 Reason for Leaving: _____





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SCOUTING BACKGROUND

If you are offered and accept a position and are not a currently registered member of the Boy Scouts of America, you will be required to register prior to your start date.

Years in Scouting: ____ (Cub Scouts ____, Boy Scouts ____, Venturing ____, Exploring ____, Adult ____)

Troop #: _____

Highest Rank achieved: _____

Current Registered Position _____

Order of the Arrow Membership Level _____

Special recognition / Awards / Honors: _____

I have participated in the Following:

- National Jamboree Northern Tier Sea Base Den Chief Training
- Philmont World Jamboree NYLT OANLS

Adult Leader Training Completed:

- Fast Start New Leader Essentials Leader Specific Training: _____
- Youth Protection Cub or Boy Scout Outdoor Wood Badge Powder Horn

Red Cross Training: CPR _____ Expiration: ____ / ____ / ____
 Basic First Aid _____ Expiration: ____ / ____ / ____
 Lifeguard _____ Expiration: ____ / ____ / ____
 Water Safety Instructor (WSI) _____ Expiration: ____ / ____ / ____

• If held, original Red Cross certificates must be produced to the Camp Office upon arrival to Camp for file •

CAMP EXPERIENCE

Years of Boy Scout resident camping experience: Camper ____ Leader ____ Staff ____

Camp Staff employment experience (*Two most recent years*):

Position _____ Camp : _____ Year _____

Position _____ Camp : _____ Year _____

I have completed National Camping School (NCS) in :

Section _____ Year _____

Section _____ Year _____

• If held, original NCS certificates must be produced to the Camp Office upon arrival to Camp for file •





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ACTIVITIES & COMMUNITY INVOLVEMENT

Clubs / Hobbies / Sports: _____

Community Organizations / Memberships: _____

POSITIONS AVAILABLE & MINIMUM AGE REQUIREMENTS

	Age 18 & Over	Age 15 & Over
25 Camp Director*		
Age 21 & Over	18 Archery Director	16 Archery Instructor
21 Aquatics Director*	18 Assistant Aquatics Director	16 Shooting Sports Instructor
21 Trading Post/Business Manager	18 Camp Commissioner*	15 Aquatics Instructor
21 Chaplain	18 Climbing & Cope Instructors	15 Ecology Instructor
21 Climbing & COPE Director*	18 Dining Hall Steward	15 Food Service Staff
21 Cook	18 Ecology Director*	15 Handicraft Instructor
21 Assistant Cook	18 Handicraft Director	15 Health & Safety Instructor
21 Health Officer	18 Outdoor Skills Director*	15 OA Quartermaster
21 Program Director*	18 Science & Technology Director	15 Outdoor Skills Instructor
21 Shooting Sports Director*	18 Sports Field Director	15 STEM Instructor
21 High Adventure Director	18 Trail to Eagle Director*	15 Sports Field Instructor
	18 High Adventure Asst. Director	15 Trading Post Clerk
	18 Camp Assistant Caretaker	15 Trail to Eagle Instructor

* Position Requires successful completion of National Camp School Certification

Camp Management reserves the right to require National Camp School certification for other selected positions.

Age 14 & Over

14 Staff Development Program - (Unpaid)

Camp Staff position desired: _____

In order of preference

First Choice: _____

Second Choice: _____

Third Choice: _____

Qualifications or Special Skills related to your desired camp staff position: _____

Why do you want to serve as a member of this camp staff? _____

What do you expect to gain from this camp staff experience? _____





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REFERENCES - *Not Relatives or Camp Staff*

-
1. Scoutmaster or Employer Name _____
 Address: _____ Phone (____) ____ - ____
 City _____ State ____ Zip _____ Alternate Phone (____) ____ - ____
 2. Community Leader Name _____
 Address: _____ Phone (____) ____ - ____
 City _____ State ____ Zip _____ Alternate Phone (____) ____ - ____
 2. Teacher, Supervisor, or Associate Name _____
 Address: _____ Phone (____) ____ - ____
 City _____ State ____ Zip _____ Alternate Phone (____) ____ - ____

SIGNATURES

The information that I have provided may be verified by contacting persons or organization named in this application or by contacting any person or organization that may have information concerning me or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the Susquehanna Council, Boy Scouts of America, the national organization of the Boy Scouts of America, and the officers, employees, and volunteers thereof.

If I am employed by the Susquehanna Council, Boy Scouts of America I agree to:

- Govern myself according to the Scout Oath and Law and the attached Camp Staff Code of Conduct.
- Be loyal to and cooperate fully with all BSA policies, programs, and camp leadership.
- Participate fully in pre-camp staff development activities, training, and post camp tear down.
- Submit a completed and signed BSA medical record and all other forms necessary for employment.
- To support the Boy Scouts of America's policy on a drug and alcohol free camp facility and will participate in any random drug testing process that may be adopted by the management.
- Provide all original National Camp School, American Red Cross, or other certifications to the camp administration prior to, or immediately upon, arriving at camp.

I hereby declare that the information provided by me in this application is accurate and complete to the best of my knowledge. I understand that any falsification or misrepresentation on my part is cause for immediate discharge.

Signature of Applicant: _____ **Date** _____

Signature of Parent _____ **Date** _____
(If applicant is under 18 years of age, additionally applicant must provide a current Pennsylvania Work Permit)

Signature of Unit Leader _____ **Date** _____





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STAFF CODE OF CONDUCT

Scout Summer Camp is designed to be a safe, educational, and fun experience for the boy, the leader, and the staff member. To ensure this atmosphere pervades the camp each staff member is responsible for his or her own behavior because that behavior affects everyone at camp. Adult staff members, as well as youth staff members and their parents or guardians agree to all policies set forth in the camp staff handbook and the following code of conduct as a condition of employment by the Susquehanna Council, Boy Scouts of America. It is further understood that any serious misconduct or infraction of rules and regulations may result in immediate termination and dismissal from camp.

All staff members are expected to abide by the Code of Conduct as follows:

- I will be guided by the Scout Oath and Law and will obey local, state, and federal laws at all times.
- I understand and agree with the Boy Scouts of America's Declaration of religious principle. *"The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing their obligation to God and, therefore, acknowledges the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward the religious training. It is the policy that the organization or institution with which the member is connected shall give definite attention to his religious life. Only persons willing to agree with this declaration of principle and bylaws of the Boy Scouts of America shall be entitled to certificates of leadership."*
- I will set the example by maintaining good personal hygiene and keeping myself properly uniformed at all times in accordance with the uniform policy as printed in the Camp Staff Handbook.
- I will attend all scheduled program and participate as required by camp management.
- I agree to follow the camp check in and check out procedures and will comply with curfews and quiet hours.
- I will be responsible for keeping my living quarters and personal gear neat and clean at all times. I also understand that neither camp management, nor the Susquehanna Council, Boy Scouts of America, will be responsible for any loss, theft, or damage to personal property. I will label all my personal items and check items of value at the discretion of the staff leadership.
- I understand that the possession or consumption of alcoholic beverages or illegal drugs or the misuse of prescription drugs is strictly prohibited on camp property. I further understand that the purchase, possession, or consumption of alcoholic beverages outside of camp property during time off must comply with local, state, and federal laws, and that any sign of intoxication while on camp property will be grounds for immediate termination.
- I understand that the use of tobacco products of any form by individuals under the age of 18 is prohibited on camp property. Adult staff members who must use tobacco products may only do so in accordance with the policy set in the staff handbook and out of the sight of youth campers and staff.
- I understand that gambling in any form is prohibited.
- I understand that the possession or detonation of fireworks is prohibited.
- I understand that staff members are prohibited from possessing non-program firearms on camp property.
- I understand that the use of camp equipment must be in a safe manner and for its intended purpose only and that I will return said equipment in good condition to the appropriate person and location.
- I understand that hazing in any form (secret societies, ceremonies, initiations, running the gauntlet, belt lines, games of manhunt or smear the queer, physical punishment, et al) have no place at scout camp. I agree to prevent, stop, and report any and all hazing activities immediately.
- I understand the importance of following Youth Protection and safety policies of the Boy Scouts of America and will follow said policies and report any and all violations that come to my attention.
- I will respect diversity... Whether the differences are in physical characteristics or in perspectives.
- I understand that I have the responsibility not to engage in behavior that constitutes discrimination or harassment in any way, including; race, color, national origin, sex, religion, age, disability, or citizenship of an individual. This applies to everyone, including fellow staff members, campers, adult leaders, parents, visitors, and outside vendors. I further understand that I have the responsibility to report all instances of discrimination or harassment to the camp director immediately.
- I will comply with this Code of Conduct and all policies printed in the current Camp Karoondinha Staff Handbook. I also understand that any violation may result in termination and immediate dismissal from camp property at my own expense and that such decision will be final.

