



This area for ACC office use only...

Applicant Name: _____

Date Received: _____

Comments: _____



Camp Staff Member Application – All Positions (2013)

Alaska Conservation Camp staff member training is June 3-7. The dates of the 2013 camp sessions are: June 10-14 (Basic Camp), June 17-21 (Basic Camp), and June 24-28 (Advanced Camp). There is a camp wrap-up day on Saturday, June 29. Staff training week and all camp sessions include overnight campouts.

POSITIONS: Check the box(es) below for (all) the position(s) you wish to be considered for. (See the position description sheets for information about each of the camp staff member intern/trainee positions.)

Camp Director Assistant Camp Director Camp Counselor

> MAKE SURE TO PRINT LEGIBLY OR TYPE – WE MUST BE ABLE TO READ YOUR APPLICATION!<

SECTION 1: Applicant Information

First Name: _____ MI: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ - _____ Message/Mobile Phone: () _____ - _____

E-mail Address: _____

Shirt Size: _____

Do you have a valid Driver's License? (required for camp staff members)

Yes: License # : _____ and Expiration: _____ No

Do you have a current year, valid Alaska Fishing License? (required for camp staff members)

Yes: License # : _____ No

Do you have a current year, valid Alaska Hunting License? (optional/not required but is encouraged)

Yes: License # : _____ No

Do you have current certification in First-Aid/CPR? (required for camp staff ; contact us if you need certification)

Yes: Expiration: _____ No

SECTION 2: Applicant Introduction

Please tell us (in a few sentences) why you would like assist with the Alaska Conservation Camp:



SECTION 3: Background Information (use reverse of this sheet for your responses if needed)

List any experience you have working with youth:

List any areas of expertise you have with outdoor activities similar to the camp curriculum:

Please list schools attended and dates attended, majors, and any diplomas/credits/degrees received:

List any instructor certifications you have that pertain to the Alaska Conservation Camp:

Do you have any medical conditions, including allergies, which would affect your employment, or that the Camp Director should know about? If so, please list any considerations that will need to be made:

Do you have any felony convictions (check one): NO YES; Explain:

Do you have any misdemeanor convictions within the last five years: NO YES; Explain:



SECTION 4: Work History (Please list your work history for the last four employers)

(# 1) Company name: _____

Dates worked (from/to): _____

Contact Person: _____ Contact Phone: () _____ - _____

Job Title: _____

Duties: _____

(# 2) Company name: _____

Dates worked (from/to): _____

Contact Person: _____ Contact Phone: () _____ - _____

Job Title: _____

Duties: _____

(# 3) Company name: _____

Dates worked (from/to): _____

Contact Person: _____ Contact Phone: () _____ - _____

Job Title: _____

Duties: _____

(# 4) Company name: _____

Dates worked (from/to): _____

Contact Person: _____ Contact Phone: () _____ - _____

Job Title: _____

Duties: _____



SECTION 5: References (Please list three persons not related to you)

(# 1) Name: _____ Contact Phone: () _____ - _____

Relationship to you: _____

(# 2) Name: _____ Contact Phone: () _____ - _____

Relationship to you: _____

(# 3) Name: _____ Contact Phone: () _____ - _____

Relationship to you: _____

SECTION 6: Drug-Free Workplace (DRUG FREE WORKPLACE ACT OF 1988)

It is the policy of the Alaska Conservation Camp to provide a drug free workplace. Any camp staff person (intern/trainee) who unlawfully manufactures, distributes, dispenses, possesses or uses a controlled substance in the workplace or during working hours is subject to disciplinary action up to and including contract termination. This is independent of any criminal action concerning the offense.

Camp staff are required to notify the Alaska Conservation Camp in writing no later than two calendar days following a conviction for any criminal drug offense occurring in the workplace. Contract staff in agencies receiving federal grants covered by the Drug Free Workplace Act of 1988 must abide by the terms of this policy.

Certification

I certify that I have read the above policy and understand it and the condition of being a staff member (intern/trainee) with the Alaska Conservation Camp. I understand I may receive discipline up to and including contract termination should I fail to follow the dictates of this policy.

Printed Name: _____

Signature: _____

Date: _____



SECTION 7: Firearms Possession

This position may require the use or possession of a firearm or ammunition. In accordance with the federal Omnibus Consolidated Appropriations Act of 1997 (PL 104-208), if you have been convicted of a misdemeanor crime of domestic violence, you may not hold this position.

A "misdemeanor crime of domestic violence" is an offense that is (1) a misdemeanor under Federal or state law; and (2) has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

If you have ever been convicted of a misdemeanor crime of domestic violence, do NOT apply for this position.

In completing this form, you are advised of the following:

- a) The purpose is to obtain information that will assist in the determination of whether you are eligible for appointment to this specific position.
- b) You are directed to complete this form. You will be considered "not interested" in the position if you do not complete the form. If you are appointed to the position, disciplinary action, up to and including dismissal, may be taken if you fail to reply fully and truthfully.
- c) Neither your answers nor any evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9). However, the answers you furnish and any information or evidence resulting there from may be used against you in a prosecution for knowingly and willfully providing false statements or information, and in the course of disciplinary action.

Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec. 921(a)(33)(A): (check the box next to your answer)

- YES (If your answer to this question is "Yes" do NOT apply for this position.)
- NO (You must sign this form certifying that it is true and complete and that, if the position is offered and accepted, you will report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec.921(a)(33)(A), and deliver it to the interviewer.)

Certification

I certify that I have read the above policy and understand it and the condition of being contracted staff with the Alaska Conservation Camp. I hereby certify that all the information provided by me is true, correct, complete, and made in good faith. I understand that false, misleading, or incomplete information provided herein may be grounds for disciplinary action, up to and including contract termination, and is also punishable pursuant to federal law, including 18 U.S.C., Sec. 1001, and under Alaska Sate law as unsworn falsification (AS 11.56.210). I agree that, if the position is offered and accepted, I will immediately report any future conviction of a misdemeanor crime of domestic violence within the meaning of 18 U.S.C., Sec.921(a)(33)(A) to my supervisor. I understand that failure to provide such a report is grounds for disciplinary action, up to and including contract termination.

Printed Name: _____

Signature: _____

Date: _____



SECTION 8: Background Check

The Alaska Conservation Camp may conduct a Criminal Background Check and a sex offender registry information check through the Alaska State Troopers on all contract staff. The information you provide below may be used to conduct that background check. If you are selected for a potential hire there may be an additional criminal history report requirement to be completed following the interview process.

Full legal name:

First Name: _____ MI: _____ Last Name: _____

Maiden name, or any other names by which you have been known:

Date of Birth: ____/____/____ Social Security # (optional) _____

Driver's License #: _____ Issuing State: _____

Place of Birth: _____ (city) _____ (state)

SECTION 9: Application Certification

I certify that the information I have provided to the Alaska Conservation Camp during the application process is true and complete. I understand that if I deliberately conceal or provide false information during this process, I may be removed from consideration, prohibited from applying in the future, or dismissed. I also understand that the information obtained during the application process may be released in an authorized legal investigation; and that for the purpose of this certification, a photocopy or facsimile of my original signature shall have the same force and effect as my original signature. I agree that the Alaska Conservation Camp, or its agents, may conduct a Criminal Background Check and sex offender registry information check and may also contact current or former employers or other persons who know me in order to obtain additional information or to verify the information I have provided. I also give permission for the Alaska Conservation Camp to use photographs, recordings, and video taken of me during camp for educational and marketing purposes related to the Alaska Conservation Camp program.

I hereby make application to be a staff member (intern/trainee) with the Alaska Conservation Camp.

Printed Name: _____

Signature: _____

Date: _____

Open until positions are filled. Return completed application (all pages) to:

**John Wyman
Alaska Dept. of Fish & Game
1300 College Road
Fairbanks, AK 99701
ATTN: Alaska Conservation Camp**

For more information visit www.aimcomm.org or contact:

John Wyman or
john.wyman@alaska.gov
907.459.7292

Cathie Harms
cathie.harms@alaska.gov
907.459-7231