

Don Bosco Boys Camp

Christ the King Parish

Application For Counselors (16+)

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

Name _____ Date _____

Wage _____

Counselors

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.

_____ Has completed “Not On My Watch” online Diocese Training

_____ 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)

_____ Has presented the necessary identification and completed the required paperwork at the parish office.

**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
---------------	-----------------

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

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 2 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):

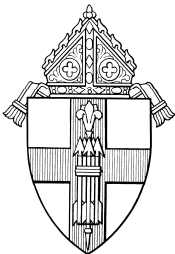
“I certify that _____ meets the requirements for counselors specified in Env-Wq 904.02(d). I understand that this certification will be relied on by the owner(s) and operator(s) of Don Bosco Camp in determining whether to allow the above named minor to work directly with campers.”

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 _____





DIOCESE OF MANCHESTER
P.O. Box 310, Manchester, NH 03105-0310
Tel: 603-669-3100
Fax: 603-669-0377

APPLICATION FOR EMPLOYMENT

Kindly complete this application and return it to the Diocese of Manchester at the above address or to the parish with which you are applying. An incomplete application will eliminate your candidacy. Please note that we comply with all applicable equal employment opportunity laws and do not discriminate in hiring, promotion, or other employment decisions on the basis of race, age, sex, color, pregnancy, disability, veteran status, or national origin.

NAME: _____
 First Middle Last

ADDRESS: _____
 Street City State ZIP

TELEPHONE: _____ E-MAIL ADDRESS: _____

POSITION(S) FOR WHICH YOU ARE APPLYING: _____

List all states in which you have resided during the last 5 years: _____

Are you authorized to work in the United States? Yes ___ No ___

Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation? Yes ___ No ___

Have you applied for employment here before? Yes ___ No ___ When? _____

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

Have you ever been convicted of a crime (including driving while impaired or its equivalent, but excluding minor motor vehicle offenses) that has not been annulled by a court of law? (Please note that an affirmative answer does not automatically disqualify you from being considered as a candidate for employment). Yes ___ No ___ If yes, please explain on reverse side or attach additional sheets.

Has your employment ever been involuntarily terminated by any parish, school, agency, or organization? Yes ___ No ___
 If yes, please explain on reverse side or attach additional sheets.

Have you ever committed, or been convicted of physical or sexual abuse, neglect, harassment, or sexual misconduct in any form? Yes ___ No ___ If yes, please explain on reverse side or attach additional sheets.

Have your parental rights ever been terminated or have you ever been subject to any court order involving allegations of sexual, physical, or verbal abuse of a minor? Yes ___ No ___ If yes, please explain on reverse side or attach additional sheets.

EDUCATION

Name of School and Location. Include College, Graduate Work, and Summer Sessions MOST RECENT LAST	Dates Attended		Diploma/Degree Conferred (Please indicate MAJOR & MINOR)	Semester Hours Credit Beyond Degree
	From	To		
HIGH SCHOOL:				
UNDERGRADUATE:				
GRADUATE:				

EMPLOYMENT

PRESENT AND ALL PRIOR EMPLOYERS including Address and Telephone Number (list most recent first)	POSITION HELD	DATES EMPLOYED		PLEASE INDICATE FULL-TIME OR PART-TIME (if part-time, # hours per week)	REASON FOR LEAVING
		From Mo/Yr	To Mo/Yr		

VOLUNTEER EXPERIENCE

Please list your volunteer experiences with churches, schools, civic, or non-profit organizations (use back if needed).

ORGANIZATION	POSITION	DATES	CONTACT	TELEPHONE AND ADDRESS
1.				
2.				
3.				

OTHER QUALIFICATIONS

In addition to your work history, what other experiences, skills, or qualifications would enhance your candidacy for a position with the Diocese?

REFERENCES

List three people, unrelated to you, one of whom must be a recent employer, who can attest to your qualifications for this position.

NAME	ADDRESS	HOME TEL. NO.	WORK TEL. NO.	OCCUPATION
1.				
2.				
3.				

CERTIFICATIONS AND AUTHORIZATIONS

Sign where noted to indicate that you have read and understand the statements.

I certify that the above information is true and complete to the best of my knowledge and belief. I understand that any statement I have furnished which is shown to be false when made will be cause for disregard of this application or will be cause for my immediate dismissal if I have been hired.

I understand that if I am employed by the Diocese of Manchester or its parishes, I will be employed on an at-will basis, meaning that either the Diocese of Manchester, the parish, or I will have the right to terminate the employment relationship at any time, with or without notice or cause.

I understand that any employment or offer of employment is contingent on my meeting the employment eligibility requirements of the Immigration Reform and Control Act.

I authorize the Diocese of Manchester and/or the parish with whom I am applying to conduct any and all inquiries that it may deem necessary or advisable to verify the information provided by me and/or to supplement this information. I authorize the Diocese of Manchester and/or the parish to conduct a personal and professional background check for the purposes of my application. The Diocese may contact any references, past and current employers, church, youth organizations, and agencies where I have volunteered, and any individual or organization which might have information relevant to my desired position.

I authorize any former employer, or any other person, firm, corporation, or government agency to provide the Diocese of Manchester and/or the parish with any information concerning me. In addition, I release such employer, person, firm, corporation, or government agency from any previous agreement, verbal or written, which would prohibit the release of information pertinent to my application for employment with the Diocese of Manchester and/or the parish.

If I am hired, I also authorize the Diocese of Manchester and/or the parish to provide truthful information concerning my employment with the Diocese of Manchester and/or the parish to my future prospective employers, and I agree to hold it harmless for providing such information.

I understand, in accordance with church law, that no person who admits or is found to have sexually abused a child can exercise any ministry in the Church and that the Diocese of Manchester has a policy regarding the thorough investigation of all reports of child sexual abuse by any church personnel. I further understand that the Diocese of Manchester cooperates fully with the civil authorities in their investigation of all reports of a crime, including the sexual abuse of a minor.

SIGNATURE OF APPLICANT

DATE OF APPLICATION

Thank You for Your Work with Children & Youth!

All adults who work regularly with minors in the Diocese of Manchester must fulfill the following requirements:

1. Complete an application.
2. Complete background checks for all states in which you have resided during the past 5 years.*
3. Read and acknowledge our diocesan Code & Policy (on paper or online if you choose online training).
4. Attend child abuse awareness training (in-person or online).

The forms are available from your parish or school and should be completed before you begin your work with minors (but no later than 30 days after beginning your work).

Training must be completed within 30 days if you are an employee and 45 days if you are a volunteer. There are two options for training:

Live training- The schedule can be found at <http://calendar.catholicnh.org/>
Online training- Follow the instructions below.

1. Go to: www.nhchildsafety.org
2. Click on "Register Here."
3. Enter the Registration Code: **child safety**
4. Click on "Next" and complete the registration information.
5. You are now ready to complete your online training!

* Your name will also be checked on the national sex offender website: www.nsopw.gov

