

4-H Camp Kidwell Staff Application

Please type or neatly print in blue or black pen

Please return completed forms to: 4-H Camp Kidwell, 39000 1st Ave, Bloomingdale, MI 49026
Phone - (269)521-3559 Fax – (269)521-3623 campkidwell@btc-bci.com www.campkidwell.org

Name _____ SSN _____

Address _____ City _____ St _____ Zip _____

Phone _____ Email _____ Birth date _____

1. Position applying for? _____ Desired Salary? _____ per week

2. Years of Related Experience? _____ 3. Employment Desired? Full-time Part-time

4. Do you meet the minimum age requirements for the position? Yes _____ No _____

5. Can you perform the essential functions of the job you have applied for? Yes _____ No _____

6. If hired, would you desire or need housing for any person(s) other than yourself? Yes _____ No _____

7. What dates are you available? From _____ to _____

8. Would you stay in a cabin with children if asked? Yes _____ No _____

9. Do you have any commitments that might affect your employment with us? Yes _____ No _____

If yes, please explain _____

10. Camp Experience - please list all camp experience you have. Use additional sheet if required.

Dates	Camp/Director	Phone Number	Position

11. Is it okay to contact these camps to verify your attendance or employment? Yes _____ No _____

12. Education- please list all high school and college education you have received. Use additional sheet if required.

School	years attended	Major/Field	Degrees

Please answer the following questions. Use additional sheets as needed.

13. Please explain why you are interested in working at 4-H Camp Kidwell _____

14. How/why will 4-H Camp Kidwell be better if you work with us? _____

15. How does the position you are applying for enhance the camping experience? _____

16. What affects do you think a well-run camp has on the children who attend the camp? _____

17. In your opinion, what are some of the most important factors in a camp being successful? _____

18. Please list any areas that you have training, talent or experience in, that you feel would be of benefit to the camping experience. This might include but not be limited to singing, arts, sports, swimming, canoeing, etc. .

19. Current Certifications - please list any current certifications you hold. This may include, but not limited to CPR, Life guarding, etc.

Expiration Date	Certification	Organization offering certification

20. References - please list at least three persons having knowledge of your character, experience, work habits, and ability. These people cannot be your relatives. Please use additional sheets as needed.

Name	Address, City, State and Zip	Phone

21. Employment Info - please list all past employment by listing your last or present employment first. Attaching a resume is not sufficient. Use separate sheet if necessary.

Employment Dates	Company	Address & phone	Position and duties	Reason for Leaving

23. Criminal Record -

Have you ever been convicted of a felony or misdemeanor? Yes___ No___

Are there any felony or misdemeanor charges pending against you? Yes ___ No ___

If you answered yes to above, complete the following:

Date	Offense	Location	Disposition

24. Agreement – Please read the following statements very carefully

I affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. (initial) _____

I request that previous employers contacted by 4-H Camp Kidwell in connection with this application fully respond to all inquiries concerning such previous employment and specifically waive prior written notice of disclosure of my personal record information including disciplinary reports, letters of reprimand, or other disciplinary action. In consideration of the acceptance of my application, I release 4-H Camp Kidwell and previous employers of any claimed liability arising out of such response and disclosure. (initial) _____

If offered employment, I agree and consent to provide blood and urine specimens for alcohol and drug-screening analysis. I understand and agree that 4-H Camp Kidwell may require me to undergo a physical examination. I also consent to an investigation of my driving record. I understand that any offer of employment by 4-H Camp Kidwell will be contingent on the results of such investigation, alcohol and drug screening, and physical examination. (initial) _____

I understand that if hired I will be an at-will employee and that my employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either 4-H Camp Kidwell or myself. I further understand that no supervisor or representative of 4-H Camp Kidwell, other than the Director, has any authority to enter into any agreement contrary to the foregoing and that such agreement must be in writing and signed by the Director. In consideration of such employment, I agree to conform to the rules and policies of the company, including the arbitration procedure. (initial) _____

Dated: _____ Signed: _____

Rules of Employee Conduct

Certain standards of employee conduct and discipline are essential for 4-H Camp Kidwell to operate efficiently. Such standards or rules of conduct are established to help everyone become as effective as possible and to ensure that all employees are treated equally and fairly. All employees are expected to follow the rules and regulations of 4-H Camp Kidwell. Although 4-H Camp Kidwell has established an “at will” employment relationship with its employees, in certain instances 4-H Camp Kidwell may apply, in its sole discretion, some form of progressive discipline, as described later. The following list, which is neither complete nor exhaustive, contains examples of some but not all of the conduct which is prohibited. Such conduct is prohibited regardless of whether it occurs on the premises or in conjunction with work assignments at 4-H Camp Kidwell. The following actions may result in discipline, up to and including discharge. This list in no way constitutes a limitation of the right of the ability of 4-H Camp Kidwell to terminate employee services for any reason and at any time, with or without notice.

1. Engaging in horseplay or reckless conduct that endangers the safety of other employees or customers.
2. Using profanity toward a fellow employee or customer
3. Gambling or soliciting for lotteries on the premises.
4. Violating any safety instructions or rules established by 4-H Camp Kidwell
5. Leaving your job or the company premises without permission.
6. Negligent or willful defacing, misuse, or destruction of company equipment or facilities.
7. Using materials and supplies in a wasteful or careless manner.

8. Operating machines or using company tools and equipment for personal reasons without prior approval of the supervisor.
9. Creating or contributing to unsanitary and/or unsafe conditions by improperly disposing of refuse or waste.
10. Failure to report back to work on time after completion of break/lunch period.
11. Being discourteous toward any customer.
12. Theft, unauthorized possession, removal, or use of property belonging to another employee, customer or to the company.
13. Excessive tardiness
14. Excessive absenteeism
15. Smoking in restricted or smoke-free areas.
16. Violation of the posted no solicitation/no distribution policy
17. Violation of anti-harassment or nondiscrimination policies
18. Use or possession of alcoholic beverages, illegal drugs or controlled substances, guns, knives, or other deadly weapons while on company property, including parking lots or in company vehicles.
19. Dishonesty or falsification of time records, production accounts, accident reports, or any other company records, including false statements on the application for employment or other company documents.
20. Fighting on company premises, including parking lots, or off company premises while on work-related assignments.
21. Threatening or intimidating a fellow employee or supervisor with physical harm.
22. An act or failure to act, detrimental to the best interest of the company or its employees.
23. Sleeping during working hours.
24. Reporting to work or operating company equipment or vehicles while under the influence of illegal drugs, controlled substances, or alcoholic beverages.

It is recognized that either the employee or 4-H Camp Kidwell has the option of terminating the employment relationship at any time and for any reason, with or without cause and with or without notice. In some cases, however, 4-H Camp Kidwell in its sole discretion, may decide that corrective action should be utilized prior to termination in order to assist an employee who exhibits inappropriate conduct or behavior, inadequate performance, who fails in any way to meet the company's standards, or for any other reason, determined by 4-H Camp Kidwell. Employees should not expect that they have a right to a certain number of disciplinary measures prior to termination or to any progression of discipline. The company may unilaterally modify and or terminate any policies, practices, procedures, and standards it has adopted or implemented, to the extent not limited by law.

As with all policies, procedures, and rules at 4-H Camp Kidwell, the company reserves the right to amend, modify, or revoke the same at any time, with or without prior notice.

No employee, supervisor or other representative of 4-H Camp Kidwell has the authority to enter into an employment agreement for any specified period of time or to make any agreement contrary to the provisions contained in this handbook except the Director.

Applicant's Certification and agreement

1. I certify that all of the information contained in this application is true and complete. I recognize that any falsification, misrepresentation, or omission may result in immediate dismissal from or refusal of employment. I authorize the company to investigate all statements contained in this application, including records of any former employers, police departments, and other services concerning me and authorize these sources (including the company, after this agreement) to release such information with out liability for damage incurred in giving it. (I waive any written notice of the release of such records that may be required by any state or federal law.)
2. I have received, read, and understood the company's rules, regulations, and policies.

3. I agree to conform to the rules, regulations, and policies of the company in consideration of my employment and as a condition of continued employment. (I acknowledge that remaining free of illegal drugs and otherwise complying with the company's substance abuse policy are conditions of my employment. I hereby give my consent for the company, through an authorized testing service, to collect blood, urine, or saliva samples for me and to conduct any other necessary medical test to determine the presence of alcohol, drugs, or controlled substances, and I release the company for any liability arising out of such test or its results. Further, I give my consent for the release of the test results of the test results and other relevant medical information to management for appropriate review. If I am accepted for employment by the company, I consent to be tested in the above manner during my employment when, in the company's judgment, such testing is appropriate. I also agree that the contents of any lockers, desks, or other company property I may be using, and of any of my own property I bring onto company premises (including, but not limited to, cars, packages, and purses) may be inspected by the company at any time, and I waive any claims against the company (or its employees, directors, owners or agents) relating to such inspection.
4. I understand that my employment can be terminated with or without cause, and with or without notice at any time, at my option or the company's option. I understand that no employee of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreements for employment for any specified period of time, or to make any agreement contrary to this.

Dated: _____

Signed: _____

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