

All candidates are required to complete a Disclosure form before hiring can be finalized. These forms will be provided. Employees will receive a copy of the Upper New York Area Camps, Conferences and Retreat Ministries Summer Staff Handbook.

Please list three references who know you well and who we can contact. One reference should be from the pastor of the church where you are active. One reference should be completed by someone able to judge your skill and abilities in working with children. One reference should be from someone able to judge your work characteristics, such as maturity, dependability, ability to work in a team, and flexibility.

Reference Name:	Phone:	Address:
1.		
2.		
3.		

### Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references, organizations, or churches listed on this application to give you any information they may have with regard to my ability and fitness to work with children or youth. I release such references from any liability for providing such evaluations, provided they do so in good faith. I waive any right that I may have to inspect references provided on my behalf.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If applicant is under 18, parent or legal guardian must also sign this application. Signature indicates application is made with full approval on your part.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this application to:.



**CASOWASCO**  
158 Casowasco Drive, Moravia NY 13118  
[P] (315) 364-8756 [E] info@casowasco.org

Thank you for your interest in our summer camps!

For office use only

Name: \_\_\_\_\_

Rec'd: \_\_\_\_\_

# Application for Summer Camp Staff

Casowasco Camps, Conferences & Retreat Center



*The Upper New York Area  
of The United Methodist Church*

The Upper New York Area of The United Methodist Church operates two facilities and numerous programs for camping and retreat ministries. We strive to build up the Body of Christ by the faith experience that can be gained through a camping or retreat program. Summer staff help to make this extensive and vital ministry possible!

The camps for which staff are hired are programs of The United Methodist Church. They are programs which specifically seek to provide a faith experience for campers, volunteers, and staff. Staff persons are expected to contribute to this effort by being willing to share their own personal faith with campers, volunteers and other staff. Staff are hired in a variety of areas, including the office, kitchen, maintenance, grounds keeping, and program. Other staff serve as counselors and provide direct custodial care for children. This application serves as a basic information form.

***Persons selected for interview must submit to a clearance process for workers with children, youth, and disabled adults. This record keeping and documentation are required by the New York State Health Department and the American Camp Association.***

*Please complete this form in its entirety. Thank You!*

Personal information	Name (Last) (First) (M. I.)		
	Home Address (include Street, City, State, and Zip Code)		Home phone number (+ area code)
	College Address (until _____)		College/ cell phone (+ area code)
	Church currently attending ( Include Pastor's name and telephone number + Church mailing address)		
	E-mail address:		Are you 18 years of age or older?
	Date able to start: _____ Date need to end: _____		Yes. <input type="checkbox"/> No. <input type="checkbox"/>

Note: Discrimination on the basis of age, gender, race, or national origin is prohibited by law.

Please refer to our list of summer staff positions

Job/site	Position(s) in which I am interested:

Education	Name & Location of School	Major Courses/Areas of Study	Degree Received
Last or Current High School attended			
College, University, Vocational or Business School attended			

**Employment History** (Please list your three most recent employment experiences)

1. Organization Name and Address	Dates of employment
Position/Duties	Salary or wage
Supervisor (+Telephone number)	
2. Organization Name and Address	Dates of employment
Position/Duties	Salary or wage
Supervisor (+Telephone number)	
3. Organization Name and Address	Dates of employment
Position/Duties	Salary or wage
Supervisor (+Telephone number)	

Please mark a "1" beside those you can teach or lead; mark a "2" beside those with which you can assist; mark a "3" beside those which you are interested in learning.			
Crafts	Adventure Skills	Outdoor Living Skills	Waterfront
Painting	Horseback Riding	Hiking/ Nature Walks	Canoeing
Drawing	Group Initiatives	Orienteering	Swimming
General Handicrafts	Challenge Course	Outdoor Cooking	Rowing
Leather Crafts	Non-competitive Games	Overnight Camping	Windsurfing
Nature Crafts	Other:	Campfire Building	Snorkeling
Tie-Dying	<b>Sports</b>	Pond Study	Sailing
Basketry	Street Hockey	Other:	Kayaking
Pottery	Rollerblading	<b>Sciences</b>	Waterskiing
Photography	Volleyball	Horse Science	Other:
Other:	Skateboarding	Astronomy	<b>Program</b>
<b>Drama</b>	Basketball	Environmental Education	Journalism/ Camp Newsletter
Directing Plays and Skits	Lacrosse	Entomology	Video Producing
Campfire programs	Softball	Other:	Large Group Speaking
Scenery and Props	Bicycling	<b>Music</b>	Leading Bible Study
Story telling	Soccer	Leading singing	Other:
Other:	Fishing	Guitar	Speak another language.
	Archery	Piano	Which?
	Other:	Other:	

Check All That Apply	Exp. Date	Sponsoring Agency	Check All That Apply	Exp. Date	Sponsoring Agency
Driver's License ( State: )			Sailing		
Community First Aid & Safety			Canoeing		
Responding To Emergencies			Small Craft		
CPR - Adult			Lifeguard Training		
CPR - Child			Waterfront Module		
EMT ( State: )			Water Safety Instructor		
Ropes Course Training			Other:		

Please record your answers to the following questions on a separate sheet of paper.	
1	Please describe your previous experience and/or training in working with children. Include both paid and volunteer experience.
2	Please share with us some things that help us know your Christian faith.
3	As a staff member, it is essential that you be a positive Christian role model for our campers. Please describe any experiences you have had in providing such leadership.
4	Will you agree to provide such leadership by your words, actions, and behavior?
5	We ask all staff to uphold United Methodist beliefs at least for the duration of their service. Are you familiar with and willing to support basic United Methodist beliefs? Please visit the "About Us" tab on our website.
6	Why do you want to hold a staff position with us?

Personal information

Job/site

Education & Employment History

Interests, Skills & Activities

Current Certifications/Licenses

Questions