



Return to: Camp St. Vincent, Melissa Finn, Executive Asst.
 2305 N. Charles St, Suite 300, Baltimore, MD 21218
 W: 410-662-0500 x 202 Fax: 410-662-0508

2009 Employment Application

Date of Application: _____

APPLICATIONS MUST BE POSTMARKED BY April 17, 2008

POSITION DESIRED:

Professional Administration/Instruction *Minimum Age Requirement: 23 and over;*

Instructors:

- _____ Math _____ Character Development _____ Arts & Crafts
 _____ Athletics _____ Reading _____ Lifeguard
 _____ Substitute Instructor

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

Name: _____ Social Security No. _____

Permanent Address: _____ City _____ State _____ ZIP _____

Phone: _____ Mobile Cell: _____

Email: _____

- Are you available to work the entire 8 weeks of day camp? _____ Yes _____ No
 Are you a U.S. Citizen or authorized to work in the United States? _____ Yes _____ No
 Do you meet or exceed any minimum age requirements for the above position? _____ Yes _____ No
 Can you perform the essential functions of the job for which you have applied,
 with **or** without reasonable accommodation? _____ Yes _____ No

Camp provides daily bus transportation for all campers. Instructors and Counselors are required to supervise the campers on the buses to and from camp each day. Bus Supervisors are paid in addition to their regular salary received. You must have transportation to and from your assigned starting bus location.

- Are you able to fill this additional position? _____ Yes _____ No
 Do you speak Spanish? _____ Yes _____ No If Yes, please indicate: __ un poco __ bien __ muy bien

- 1. Certifications/Licenses: [attach copies of certification and licenses]**
- a. Please provide a list of current certifications and attach a copy of your certificate in the areas of:
 Business Administration; Health and Safety, Maintenance and Food Service:

- b. What skills or additional training do you have that are related to the job for which you are applying?

- c. What machines or equipment can you operate that are related to the job for which you are applying?

d. Have you participated in the Catholic Archdiocese of Baltimore STAND Training within the last 12 months? If so, please indicate date and place: _____

Other training or experience not listed above: _____

2. Previous Employment (Beginning with Present or Last Employer)

Dates	Employer/Supervisor	Address &/or Phone	Nature of Work	Reason for Leaving
1.				
2.				

3. Education Background (Beginning with Present or Last Institution Attended)

Years Attended	School	Major Subjects	Degree Granted

4. Camp Experience

Dates	Camp & Director	Location	Camper or Staff?

5. References: Please provide the names of three persons **not** related to you. Two of the three should be a previous employer, teacher, religious leader, or community leader

Name	Address & Zip	Phone	Relationship
Personal			
1.			
Professional			
2.			
Professional / Civic			
3.			

6. Write a brief biographical sketch, including specialized training in camping, and experience or training in other fields which might have a bearing on the position[s] for which you are applying. Attach a separate sheet if necessary. Please Print.

What contributions do you think you can make at camp? _____

7. Affidavits and Releases

- a. Have you ever had your employment or volunteer services terminated by any parish, school or institution? ____ Yes ____ No
- b. Have you been terminated from employment or volunteer services due to suspected child abuse? ____ Yes ____ No
- c. Have you ever been accused of physically, sexually or emotionally abusing a child? ____ Yes ____ No
- d. Have you ever been convicted of a crime? ____ Yes ____ No

If you answered YES to any of the above questions, please explain: _____

A conviction record is not necessarily a bar to employment. Each application will be considered individually, taking into account the nature and seriousness of the offense, how long it occurred, and rehabilitation. Do NOT answer yes if the conviction has been expunged or pardoned.

I understand that the St. Vincent de Paul of Baltimore takes all allegations of abuse seriously. I further understand that the St. Vincent de Paul of Baltimore cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

I certify that the information provided on this application 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 termination if discovered at a later date.

I hereby grant permission to SVDP of Baltimore and related entities to investigate my background, qualifications and references and to release this application and related information. I hereby release from liability SVDP, related entities, and their agents from liability in connection with investigating and evaluating my application and sharing the information as described above.

I also hereby give permission for SVDP of Baltimore to conduct a criminal background check, arrest records check, abuse registry check and driving record check for the purposes of my employment. I hereby waive any right that I may have to inspect any information provided about me by persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will.

I authorize persons, schools, current employers and previous employers, and organizations named in this application to provide SVDP of Baltimore with any relevant information that may be required. I further release all parties providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance, or use.

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND IS SUBJECT TO A FINE NOT EXCEEDING \$100.

Applicant Signature

Date

My signature indicates that I have read, agree to and understand the above affidavits and releases.

Applicant Signature

Date

Application Reviewed by

Date

It is our policy to provide equal opportunities to all qualified persons without regard to race, age, color, sex, national origin or disability.w