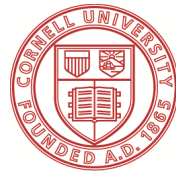




**Cornell Cooperative Extension
Nassau County
Camp Staff Application
DPF NC 4-H Camp**



**Cornell University
Cooperative Extension
Nassau County**

Please check the appropriate box below:

First Time Applicant

Returning Applicant

- All Administrative Staff must commit to working all eight (8) sessions plus Orientation
- All staff must attend Staff Orientation
- The Orientation dates for "Leadership Team" members and Program staff are June 16 - June 18 and June 20 – June 25.
- The Orientation dates for all other staff are June 21 to June 25.

Preference will be given to staff who can work all eight (8) sessions and Orientation. If you are unable to work all sessions but would still like the opportunity to work at camp, list below the dates that you are able to work.

**** Please note: Staff will not be permitted to work if they do not complete Staff Orientation. ****

Please Type or Print Clearly:

PERSONAL INFORMATION: (Name must match Social Security Card)

Name: _____
Last First Middle Cell Phone

Mailing Address: _____
Street City State Zip Home Phone

E-mail: _____ Are you a veteran? Yes No
(If yes, list special education received) _____

Are you a U.S. citizen? Yes No If no, are you legally authorized to work in the U.S.? Yes No
(If hired, you will need to provide proof of citizenship or legal right to work in the U.S.)

Current Occupation or year in school: _____

Dates available for employment: From _____ To _____

Are you at least 18 years of age? Yes No

Have you ever been convicted of any criminal offense other than a minor traffic violation? Yes No
If yes, please explain. A criminal conviction will be considered only in relation to the job for which you are applying. Seriousness and nature of the offense, time elapsed, and rehabilitation will be taken into account: _____

What was your source of referral to DPF NC 4-H Camp? Self Website Newspaper _____
 Telephone Walk-In Friend _____
 School Other _____

EDUCATION:

SCHOOL	SCHOOL NAME & ADDRESS	MAJOR	DEGREE COMPLETED
High School			
College			
Technical School			
Graduate School			
Special Workshops, Training or Courses			

CURRENT CERTIFICATION(S):

Photocopies of Current Certification(s) MUST BE ATTACHED to this Application

TYPE OF CERTIFICATION	DATE ISSUED	EXPIRATION DATE	CERTIFYING AGENCY	LOCATION
Responding to Emergencies				
CPR/Professional Rescuer				
Water Safety Instructor				
Lifeguard Instructor				
Waterfront Lifeguard				
Canoe/Kayak Instructor				
Other				

EMPLOYMENT HISTORY: *List most recent employment first*

DATES	EMPLOYER	ADDRESS/PHONE	POSITION	SUPERVISOR	REASON FOR LEAVING

LIST ANY CAMP YOU PERSONALLY ATTENDED:

CAMP NAME & SPONSORING AGENCY (i.e. 4-H, YMCA, etc.)	NUMBER OF SUMMERS AT CAMP	AGE STARTED AS CAMPER	AGE LAST YEAR AS CAMPER

ALL EDUCATOR STAFF ARE REQUIRED TO BE BOTH A CABIN COUNSELOR AND ACTIVITY INSTRUCTOR

CABIN COUNSELOR:

_____ Junior Counselor (17 years old)

_____ Senior Counselor (18 years old)

_____ Program Director (21+ years old)

_____ Unit Leader (21+ years old)

ACTIVITY INSTRUCTOR:

Please list the **THREE (3)** activities in which you feel most qualified to teach.

1. _____ 2. _____ 3. _____

PROFESSIONAL NARRATIVE:

Briefly describe your professional qualifications that would make you stand out for the position that you are applying for.

Describe any other experience(s) you have had working with children (traditional, disabled or at-risk youth) that you feel will assist you in this position.

What age group of children would you prefer working with and why?

REFERENCES:

Please list three (3) people, **NOT RELATED to you**, who can judge your qualifications for the position(s) that you have applied. If you have held a paid position, at least one (1) reference should be from a supervisor. Also, if you have held a camp job, at least one (1) reference must be from a previous Camp Director, Administrator or Agency representative. Your completed application and references must be sent directly to:

Dorothy P. Flint 4-H Camp
c/o Cornell Cooperative Extension of Nassau County
5 Old Jericho Turnpike
Jericho, NY 11753

NAME OF REFERENCE	TITLE	E-MAIL	PHONE

Cornell Cooperative Extension Association Important Notice to Applicants

Disability Accommodation Available for Applicants I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact the Cornell Cooperative Extension (CCE) office where I am applying.

Equal Opportunity/Affirmative Action Employer and Educator Cornell Cooperative Extension is an Equal Opportunity/Affirmative Action Employer and Educator. CCE is an organization committed to diversity, inclusiveness and a welcoming environment for its educator, staff, and program participants. Consistent with this commitment, qualified individuals are considered for employment without regard to any legally protected status, including race, color, creed, religion, national origin, age, sex, marital status, disability, sexual orientation, or veteran status. I understand that if I become employed at Cornell Cooperative Extension, it is the CCE's expectation that I will comply with all anti-discrimination laws and support the extension's commitment to diversity and inclusion.

Application Fraud & Misrepresentation I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at CCE and is cause for immediate termination if employed.

Reference and Background Checking Applying for a specific job authorizes Cornell Cooperative Extension to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, an authorization form as part of the hiring process. (* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

Employment Eligibility Verification All offers of employment by Cornell Cooperative Extension are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form).

Offers of Employment Please be advised that Cornell Cooperative Extension will not be bound by offers or conditions of employment other than those made in official offer letters.

I hereby authorize investigation of all statements contained in this and other application documents. I understand that references contacted will not necessarily be limited to those indicated on this application. I authorize my former employers/school and other individuals to release information relevant to my knowledge, skill, ability, experience, and suitability for the position for which I am applying. I further understand that employment with a Cornell Cooperative Extension association is "at will" in that I, or the employer, may terminate employment at any time or for any reason consistent with applicable state or federal law. By signing the statement, I willfully accept the terms listed above.

Applicant's Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

(Parent / guardian signature required if applicant is 17 years of age or younger)

Building Strong and Vibrant New York Communities



Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.