



## COUNSELOR APPLICATION

Rehire Applicant     First Time Applicant

Position applying for:     Day Camp Counselor     Overnight Counselor

Other \_\_\_\_\_

Date of application: \_\_\_\_\_

**PERSONAL INFORMATION:** *Type (preferred) or print clearly.*

First Name:	Middle Initial:	Last Name:	
Address:		State:	Zip:
Phone:	Email:		
Dates available for employment	From:	To:	
Are you a veteran?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a U.S. citizen?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not, are you legally authorized to work in the U.S.?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Proof of citizenship or legal right to work in the U.S. is required for employment.</i>			
Are you at least 18 years of age?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>The NYS Department of Health requires most camp counselors to be at least 18 years old.</i>			
Have you ever been convicted of a crime other than a minor traffic violation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please explain:			
<i>A criminal conviction will be considered only in relation to the job for which you are applying.</i>			

**EDUCATION:** *List all schooling and other training.*

LEVEL	NAME OF SCHOOL CITY & STATE	DATES OF ATTENDANCE	STUDY FOCUS OR MAJOR DEGREE EARNED
High School			
Undergraduate			
Post-graduate			
Technical			
Other training			

**EMPLOYMENT:** *List your work history beginning with your most recent job.*

EMPLOYER/ SUPERVISOR'S NAME	ADDRESS PHONE	DATES OF EMPLOYMENT	JOB TITLE OR DUTIES	REASON FOR LEAVING

*Indicate any employer you do not want us to contact and why:*

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**CAMP EXPERIENCE:** *List any previous experience at day or residential camp.*

<b>Camp Name</b>	<b>Location</b>	<b>Dates</b>	<b>Camper or Staff?</b>
			<input type="checkbox"/> camper <input type="checkbox"/> staff
			<input type="checkbox"/> camper <input type="checkbox"/> staff
			<input type="checkbox"/> camper <input type="checkbox"/> staff
			<input type="checkbox"/> camper <input type="checkbox"/> staff

*Describe the value of youth camping and the ways you would be able to contribute to a quality camp experience for children?*

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

**SKILLS ASSESSMENT:** Rate your ability to lead these program activities using the following scale:

1 = I am expert in this area.

2 = I can teach this activity competently and safely.

3 = I have the basic skills to assist with this activity.

NA = Not an area of interest, knowledge or skill

<b>Aquatics</b>		<b>Expressive Arts</b>	
Swimming		Drawing/illustration	
Snorkeling		Cartooning	
Sailing		Watercolor	
Canoeing		Pastels	
Kayaking		Silk-screening	
Standup Paddleboard		Fabric arts	
Water polo		Woodworking	
Water games		Leathercraft	
<b>Sports</b>		Jewelry making	
Basketball		Pottery/ceramics	
Soccer		Printmaking	
Volleyball		Paper crafts: origami, quilling	
Softball		Informal dramatics	
Flag football		Improvisation	
Team handball		Clowning	
Lacrosse		Magic	
Badminton		Creative writing	
Golf		Journalism	
Ultimate Frisbee		Photography	
GaGa		Digital film-making	
Cooperative games		Singing/choral	
Informal games		Guitar	
Fitness Activities		Drumming	
<b>Outdoor Skills</b>		<b>ECO</b>	
Outdoor cooking		Freshwater ecology	
Camping		Saltwater ecology	
Backpacking		Garden science	
Hiking		Forestry	
Fishing		Entomology	
Archery		Conservation	
Orienteering		Geology	
Mountain biking		Meteorology	
Project Adventure		Astronomy	
Leadership skills		Ornithology	
Wilderness Skills		Wildlife management	

*List three activities from above that you would prefer to lead.*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**CERTIFICATIONS:** *Certain positions at camp require certification. Complete the chart below for all **current** certifications or licenses you possess and attach or upload a copy of any certification.*

<b>Type of Certification</b>	<b>Date Issued</b>	<b>Date Expires</b>	<b>Training agency and location</b>
ARC Lifeguarding, Waterfront Skills/First Aid/CPD/AED			
ARC Lifeguarding Basic			
ALA Professional Lifeguarding – Instructor Led			
BSA Lifeguard or Aquatics Instructor			
ARC Lifeguard Management or Lifeguarding Instructor			
BSA Aquatics Instructor			
YMCA Aquatics Management			
ARC Water Safety Instructor			
BSA Aquatics Instructor			
U.S. Sailing Level I or II Smallboat Instructor			
NYS Boating Safety Certificate			
ACA Canoe or Kayak Instructor or equivalent			
NYS-4H Shooting Sports Instructor or equivalent			
ARC CPR/AED for Professional Rescuers/with First Aid			
AHA BLS Provider			
ARC Responding to Emergencies			
Other			

**REFERENCES:** List 3 unrelated individuals who can judge your qualifications for the position for which you have applied.

Name	Title	Email	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. I can perform the essential functions of the position for which I am applying with or without accommodation.

**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.)

May we contact your present employer?  Yes  No (NOTE: If you are one of the final candidates, it will be necessary to check with your employer for references and employment information.)

**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/schools 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 is required if the applicant is 17 years of age or younger.*