



# Be...!

---

## **Application for Prospective Staff**

**Summer 2018**

Please complete this application and send it to our office in one of the following ways:

1. **Mail it** – Camp Doublecreek  
P.O. Box 5261  
Round Rock, TX 78683
2. **Email it** - Attach your application and send it to  
[parker@campdoublecreek.com](mailto:parker@campdoublecreek.com)



## APPLICATION FOR PROSPECTIVE STAFF

Thank you for your interest in becoming part of the team this 2018 Summer, where our theme of the year is "Be...!"

Camp Doublecreek was founded in 1971 as a vision of Carter and Trudy Lester to provide a safe and fun camp experience for children. What began as a small family business with approximately 30 campers has developed into today's family corporation providing a superior camping experience for over 3,000 campers a summer and has been voted "Austin's Best Day Camp" by *Austin Family Magazine*. ***"If you haven't been to Doublecreek...You haven't been to day camp!"***

Doublecreek has always maintained the philosophy that the staff is an important element in the camp program. The mission of Camp Doublecreek is to ensure that ***"every camper leaves Doublecreek knowing someone believes in them."*** It is by this standard that we hire our staff.

It is also important that our staff be familiar with Doublecreek core values and vision.

### Core Values:

1. Challenge
2. Encourage
3. Engage
4. Inspire

### Vision:

Camp Doublecreek strives to run camp in a way that will allow everyone associated with it the opportunity to grow physically, mentally and spiritually with a safe and fun experience.

Please note **the first day of camp is May 30 and the last day is August 17**, and the mandatory staff development training will be held sometime during the last two weeks of May (specific dates to be determined). Weekday trainings will be in the evening. ***Please note: staff training is mandatory.***

The application process has three steps:

- 1) Please complete the enclosed Application Form in full, and return it via email or mail to the address below.
- 2) Distribute the enclosed reference letters to your three references, and ensure that your references send the forms back directly to our office. Prior to giving the form to your references, please make sure to complete the top section of each Reference Form with your name and the dates you are planning to work. **We do not consider your application to be complete until all three reference letters have been received.**
- 3) Once the completed application (including all three references) has been received, your application will be reviewed and if your skills meet our staffing needs, the Staff Coordinator will contact you to set up an interview. Because of the high volume of applicants, scheduling interviews may take time. Please be patient!

Please feel free to contact us with any questions you may have.

Camp Doublecreek

PO Box 5261

Round Rock, Tx 78683

512-255-3661

[parker@campdoublecreek.com](mailto:parker@campdoublecreek.com)

office use only

date rec'd 1st            :            :  
contact\_                   :            :  
Interview date\_           :            :  
Rec rec'd 1 2 3  
background ck\_           :            :  
board review\_            :            :



## New Staff Application

Please circle/highlight which position(s) you are interested in:

Group Counselor:           Age group preferred:   
Activity Counselor:       Swimming       Horseback       Rockwall/Challenge course  
Pick up Point  
Bus Driver

### PLEASE PRINT AND COMPLETE ALL SECTIONS OF THE APPLICATION

<b>Name:</b>		<b>Date:</b>	
<b>Email:</b>		Social Security Number will be required before the application process is completed.	
<b>Cell:</b>		<b>2nd Contact Number:</b>	
<b>DOB:</b>		<b>Driver's License/ State:</b>	
<b>PERMANENT ADDRESS</b>			
<b>House # Street Name</b>		<b>City/State/Zip</b>	
<b>SCHOOL/ALTERNATE ADDRESS</b>			
<b>House # Street Name</b>		<b>City/State/Zip</b>	
<b>EDUCATION</b>			
	<b>School</b>	<b>Dates</b>	<b>Degree/Major</b>
<b>High School</b>			
<b>College</b>			
<b>Graduate School</b>			
<b>Other Education</b>			

**EMPLOYMENT/VOLUNTEER EXPERIENCE**  
(most recent first)

Organization	Title/Position	Dates of Employment

**PREVIOUS CAMP EXPERIENCE AND/OR EXPERIENCE WORKING WITH CHILDREN**  
(staff or camper)

Camp/Organization	Location	Position	Dates

**GROUP MEMBERSHIP/LEADERSHIP**

Organization	Purpose/Activities	Title/Position	Dates

**CERTIFICATIONS/LICENSES**  
Please list all current certifications or licenses w/expiration date.

Certification	Expiration date

Please list any other skills or talents that could be utilized at camp.


**Please answer the following questions**

(use last column for explanations)

Are you eligible to work in the United States?	yes no	
Have you ever been convicted of a crime?	yes no	
Have you ever been involved in a crime involving children?	yes no	
Have you even been disciplined for violating any company/organization safety rules?	yes no	
Have you ever been terminated or asked to resign from a job?	yes no	
Have you ever been accused of abusing children?	yes no	

**REFERENCES**

Please pick people who have knowledge of your character, work experience & ability; no relatives. Please list below who you will be sending the attached reference letters to.

<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b>Relationship to you</b>

Referred to Camp Doublecreek by: \_\_\_\_\_

## Please Read Carefully Before Signing

I certify that my answers to the foregoing questions are true. I have not left out any information that would be important or relevant to my requested employment at Camp Doublecreek. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application or during interviews may be grounds for my immediate termination. I hereby authorize Camp Doublecreek to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to any company and/or individual requested by Camp Doublecreek to reveal any and all information as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against Camp Doublecreek or its agents or employees for defamation, invasion of privacy or any other reason because of their statements or request for information relating to my background and fitness to serve as an employee. I understand that, in the event I am employed by Camp Doublecreek, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by Camp Doublecreek at Camp Doublecreek's discretion. I agree that while employed or after employment is terminated either by myself or Camp Doublecreek I may not use Camp Doublecreek's name, image, initials, or inferences in any and all internet sites, chat rooms, or instant messages. I agree that, if I am employed, I will abide by all the rules and regulations of Camp Doublecreek and that failure to do so may be grounds for my immediate termination. I agree that beginning and continuing employment at Camp Doublecreek depends, in part, on the following:

1. Passing a drug screen and/or physical examination, if requested by Camp Doublecreek, to be given by a doctor, nurse, or medical facility selected by Camp Doublecreek.
2. Satisfying Camp Doublecreek's requirements concerning:
  - a. My driving record
  - b. My criminal history record
  - c. Reference checks
  - d. Letter of recommendation/ employment history verification supplied by myself
  - e. Staff training

I understand that as long as my employment with Camp Doublecreek lasts, Camp Doublecreek may enforce any or all of the above requirements at any time. I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum required of the position for which I am asking to be considered. Also, I give my consent for Camp Doublecreek to share information pertaining to my future employers. I further understand that Camp Doublecreek is not authorized to enter into any contract with me without the express written consent of Leadership. I also understand that my employment is "at will" and may be terminated by myself or Camp Doublecreek at any time for any reason or no reason at all, with or without prior notice.

I hereby acknowledge and understand the risk of injury from participation, including any act or omission required of myself, through my employment with Camp Doublecreek, including, but not limited to, the potential for bodily injury, communicable diseases, partial or total disability, permanent paralysis, other serious injury, and/or death. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS FOR MYSELF. I AGREE THAT CAMP DOUBLECREEK SHALL NOT BE LIABLE for any claims, demands, injuries, damages, actions, or causes of action that arise, on behalf of myself or any other person, in whole or in part due to the negligence or careless acts of Camp Doublecreek arising out of the participation and duties of my employment. I understand that it is my sole and personal responsibility to obtain insurance to compensate for any and all injuries which might occur to myself as a result of any duties or activities arising out of my employment with Camp Doublecreek.

I also understand that I must attend all training sessions in order to be employed by Camp Doublecreek and will be expected to give two (2) hours per session outside of normal camp hours to maintenance and upkeep of the camp. I have read the above statements and accept the same as a condition of my employment with Camp Doublecreek.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



Camp Doublecreek

PO Box 5261  
Round Rock, TX 78683  
512-255-3661

### REQUEST FOR LETTER OF REFERENCE

**To be completed by the Applicant**

**Applicants Name:**

**Position Applying For:**

The above applicant is applying to be a staff member at Camp Doublecreek Day Camp. They have selected you to be one of their references. We consider references to be an important factor in determining an applicant's suitability for involvement in our camp. Please complete the questions below and return this form as soon as possible by mail or fax to the above address. Please note that the applicant's application will not be considered complete without this reference letter.

It is the practice of Camp Doublecreek to share reference information with an applicant where helpful, unless specifically requested otherwise in writing. If you would like to speak directly with someone about this applicant please call 512-255-3661 and ask to speak to the Director or Staff Coordinator.

In what capacity have you known the applicant?	How long?
Please share adjectives which reveal qualities of this candidate:	
Please share any personal habits or issues which might limit this candidate's ability to work at a camp.	
How does the applicant interact with friends, coworkers, supervisors, teachers, etc.?	
Have you ever observed the applicant interacting with children?	yes    no
If so, please describe the applicant's attributes when interacting with children.	
To your knowledge, has the applicant ever been suspected of inappropriate actions involving a child? Yes    No	

Please rate those categories below that pertain to your knowledge of this candidate.				
	Excellent	Good	Average	Poor
Capacity to learn from experience				
Patience				
Judgment				
Initiative				
Responsibility				
Loyalty				
Honesty				
Leadership				
Manners				
Ability to accept criticism				
Interaction with peers				
Ability to function in a group				
Ability to accept supervision				
Rapport with children				
Ability to give supervision				
Is there anything else you think is important for us to know about this applicant?				

Signed:

Print

Name:

Organization/Title:

Address:

Phone:

*Thank you!*