

renbrook summer adventure

Dear Applicant to Renbrook Summer Adventure,

Please complete the enclosed application and give the two recommendations to teachers or employers. Students in high school may also give a recommendation form to a neighbor who knows them well, such as a person who employs the student to baby-sit or to do yard work. Applicants for the CIT program must have completed the 10th grade by June 2012 and be at least 15 years old by June 2012. Recommendations should be mailed directly to Renbrook Summer Adventure.

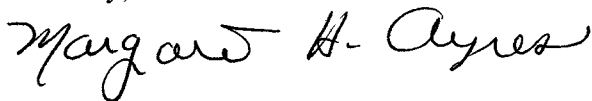
During the month of February, I begin to receive applications and rehire former staff members. In April, interviews will be conducted to fill the available places on the camp staff. You will be contacted by phone to establish an interview appointment. College students or others with limited time in the Hartford area should indicate the best times for an interview when returning the application.

For Renbrook Summer Adventure, **new staff must be available June 20** for New Staff Orientation and all camp staff must be available from **June 21 through August 3, 2012**. The camp staff is asked to make all appointments, such as medical check-ups and college interviews before and after camp season. By completing the application, the candidate is indicating that they are making a commitment to work for Orientation plus six weeks of camp. A medical form signed by a doctor is required by state law to be submitted by June 1, 2012.

For the new August program, staff will meet prior to August 6 for Orientation, (date and time to be determined). All August staff must be available **August 6-17**. A medical form is also required to be submitted prior to June 1, 2012.

This year we will have a camp staff of approximately 250 members equally divided among high school students, college students, and teachers. Our August program will have a smaller staff of about 25 members. I look forward to meeting you and hopefully welcoming you to our staff.

Sincerely,



Margaret H. Ayres
Director, Renbrook Summer Adventure

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EMPLOYMENT APPLICATION

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Renbrook School is an Equal Opportunity Employer and as policy will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, disability, marital status, military status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is defined as a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Renbrook.

Name _____ Social Security No _____
Date of Birth _____

Home Address _____
Street & Number City State Zip Code

Phone _____ (Area/Number) Cell Phone _____ (Area/Number)

If not living at home

School Address _____
Street & Number City State Zip Code

Phone _____ (Area/Number) Cell Phone _____ (Area/Number)

E-mail (optional) _____

Are you legally authorized to work in the United States? Yes _____ No _____
(If hired, verification will be required consistent with federal law.)

Have you ever been a Renbrook Camper? _____ Dates: _____ Grades in school: _____

Have you ever been a Renbrook Student? _____ Dates: _____ Grades in school: _____

Do you know a staff member? If yes, please name. _____

How did you learn about Renbrook's summer programs? _____

This application is submitted for: (check one or both)

- Renbrook Summer Adventure ~ June 20 –August 3**
 August Program ~ August 6-17

YOUR EDUCATIONAL BACKGROUND:

Type of School	School Name and Location	Current Grade or Year of Graduation	Course of Study or Major
High School or G.E.D. equivalent		10 11 12	
College or University		Fr So Jr Sr	
Vocational or Trade School			
Graduate School			
Other (including military training)			

YOUR EMPLOYMENT HISTORY:

<u>Dates of employment</u>	<u>Name and Address of Employer</u>	<u>Phone</u>	<u>Job responsibilities</u>
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Describe any extracurricular activities in which you participate (music, sports, etc.) or any hobbies/special interests you have:

What contributions do you think you can make to Renbrook's summer programs?

Why do you want to work with children?

Do you hold a current first aid card? _____ Course & expiration date: _____
 Do you hold a current CPR card? _____ Expiration date: _____
 Do you hold a current swimming card? _____ Level: Lifesaving _____ WSI _____

REFERENCES:

You are required to have two recommendations (from teachers, employers, neighbors, etc). You will not be called for an interview until we receive your completed application and two recommendations.

Name	Address	Phone #
1.		
2.		

OTHER BACKGROUND INFORMATION:

During the past seven years, have you ever been discharged, suspended or asked to resign from any position? Yes _____ No _____

If yes, please explain: _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?

Yes _____ No _____ If yes, specify name: _____

Have you ever been convicted of a crime? Yes _____ No _____

If you answered "Yes," please describe the nature of the offense(s), the date of the convictions (s), and the nature of any rehabilitation since the conviction(s):

Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-87o, or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to:

- a) determinations of delinquency or that, as a child, you were a member of a family with service needs,
- b) an adjudication as a youthful offender,
- c) a finding you are not guilty for a criminal charge, or
- d) a conviction for which you have received an absolute pardon

Any person whose criminal records have been erased, pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a, shall be deemed to never have been arrested within the meaning of the General Statutes with respect to the proceedings so erased and may so swear under oath.

Name (print) _____ Signature _____ Date _____

**THANK YOU FOR YOUR APPLICATION.
PLEASE READ THE FOLLOWING CAREFULLY AND
INITIAL EACH PARAGRAPH BEFORE SIGNING**

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.	Initials
I understand I will be required to submit a medical form signed by a Doctor before being permitted to commence work with Renbrook Summer Adventure. CT State Youth Camp Licensing requires staff members to provide a valid medical form completed by Physicians office. Physical exams are valid for 3 years from the date of last exam. Completed medical forms must be returned to the camp office by June 1, 2012.	Initials
I hereby certify that the information given by me is true in all respects. I authorize Renbrook Summer Adventure and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released.	Initials
I understand employment with Renbrook Summer Adventure is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States. A completed I-9 form (to be sent in contract package) will be required before being permitted to commence work with Renbrook Summer Adventure.	Initials
I understand and agree that, if employed, my employment has no specified term and is based upon mutual consent. I also understand that my employment may be terminated at will, with or without cause, by either party (Renbrook Summer Adventure or me) without prior notice to the other, unless otherwise prohibited by law.	Initials

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of when the falsification or omission is discovered.
 Note: An offer of employment is conditional upon complying with Renbrook Summer Adventure's requirements including, but not limited to a successful Background Check and obtaining satisfactory employment references.

I HAVE READ THE ABOVE APPLICATION THOROUGHLY AND ANSWERED ALL QUESTIONS TRUTHFULLY TO THE BEST OF MY KNOWLEDGE.

Applicant's signature _____ Date _____

Parent's signature (if minor applicant) _____ Date _____

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Renbrook Summer Adventure Employment Recommendation

Name:

Please comment on the above-named individual considering potential work with children, demonstrated responsibility, qualities of personality, talents, honesty, initiative, and other qualities that would contribute to a camp staff. Also list any limits or concerns. Indicate the number of years you have known this individual and your relationship to him or her. Your time and effort given to this letter are appreciated. Thank you.

Margaret H. Ayres
Director, Renbrook Summer Adventure

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Renbrook Summer Adventure Employment Recommendation

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