2012 Support Staff Application

Incomplete applications will not be considered.

Please mail completed application to:
Andrea Gordon Camp TEKO - Temple Israel
2324 Emerson Ave S.
Minneapolis, MN 55405 612-374-0321 agordon@templeisrael.com

Name_____ Date _____

Address _____
Street City State Zip

Phone numbers - H (_____)_____ W (_____)_____ C (_____)_____

E-mail _____

Check One: I am 16-17 18 or older Date of Birth* _____/_____/_____
**not used as a basis for employment.*

Emergency Contact Name_____ Relationship _____

Home Phone (_____)_____ Work/Cell Phone (_____)_____

Can you work at Camp TEKO from June 12 – August 17? ____Yes ____No

Date Available to Start _____ Last Date Available_____

Please list all previously held positions at a summer camp (if any) _____

_____

Camp staff t-shirt size: ___S ___M ___L ___XL

Please indicate position(s) for which you are applying. Be sure that you meet the qualifications listed. Hiring decisions will be based upon the needs of camp and qualifications of applicants.

Applying For	Position	General Description	Minimum Desired Qualifications
	Camp Nurse	Assess and treat campers and staff, cooperate with other full-time staff, maintain records, maintain cleanliness of facility, distribute medications as directed, provide appropriate parent contact	LPN, EMT, or RN, Current CPR/1st Aid, excellent triage and communication skills, experience with children *Please attach resume/C.V.
	Head Cook	Order food, prep, cook, clean up in kitchen, supervise Assistant Cook	3-5 yrs food service experience, 18 years old
	Assistant Cook	Prep, cook, wash dishes/clean up in kitchen, assist Head Cook	1+ yrs food service experience preferred
	Office Manager	Receptionist, general secretarial work, answer camper parent questions, run camp errands	Friendly, computer, verbal and writing skills
	Assistant Office Manager	Receptionist, general secretarial work, answer camper parent questions, run camp errands, assist Office Manager	Friendly, computer, verbal and writing skills

Please indicate which certifications you currently have and their expiration dates. Attach copies of all certification cards.

___ CPR (Expires___/___) ___ First Aid (Expires___/___) ___ Other_____

___ Nursing License (Type) _____ (Expires___/___)

Education

School Name and Address	Graduated		Area of study
High School:	**Yes**	**No**	
College:	**Yes**	**No**	
	Yes	**No**	

Work/Volunteer Experience

Employer/Organization Name	Dates of Employment and Your Responsibilities	Supervisor/Contact Name & Number

Have you ever been convicted of a felony or misdemeanor other than a traffic violation?
____Yes ____No If Yes, state charge, date and disposition of case_____
_____

Are you able to perform essential functions of the position for which you are applying?
___Yes, I have no limitations ___No, I have some limitations. Explain _____
_____

Please provide references. At least one should be related to work/volunteer experience.

Reference _____

Relationship_____ Phone _____

Address _____
Street City State Zip

Reference _____

Relationship_____ Phone _____

Address _____
Street City State Zip

Note: *If an employment agreement is offered, I understand that I must uphold the mission customs, and values of Camp TEKO. These items will be explained in detail prior to the signing of any employment agreement. I authorize investigation of all statements herein and release camp and all others from liability in connection with same. I understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery by the camp.*

Signature _____ Date _____
If applicant is under 18 years of age, a parent/guardian must sign as well.

Parent/Guardian Signature _____ Date_____