



DODASA RANCH Camp



5059 Carol Lane, Valley Springs, CA 95252 | ph 209.772.2700 fx 209.772.3700 | info@dodasa.com www.dodasaranchcamp.com

Employment Application for Support Staff

(return this form to the above address)

Date: _____

Although not required, you may wish to include a photo to personalize your application.

First: _____	MI: _____	Last: _____
Current address: _____		
City: _____	State: _____	Zip: _____ Tel: _____
Permanent address: _____		
City: _____	State: _____	Zip: _____ Tel: _____
Email: _____	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Position desired: _____		Salary expected: \$ _____

Education (please list your educational background from the most recent school/college attended)

School/College	Dates	Major	Degree

Work Experience (please list your employment background from the most recent job held)

Position	Workplace	Dates

Camp/leadership experience (please list your camp experience from the most recent camp involvement, if any)

Position	Camp	Dates

Certifications (please list *current* certifications relevant to camp (i.e., CPR, first aid, lifeguard training, sports, etc.))

Certification	Date Certified

Areas of expertise

Of the following, place a "1" before all activities you can organize or teach; a "2" if you can assist.

Support staff

- nurse (RN)
- EMT (Emergency Med Tech)
- cook
- prep cook
- baker
- general kitchen
- dishwasher
- cleaner
- grounds
- auto mechanics
- maintenance
- driver
- babysitter/nanny
- laundry person
- camp store worker
- camp store manager

Trips

- trips leader
- trips planner

Office

- word processor
- data entry
- telephone skills
- filing
- purchasing
- travel coordinator

Programming

- program director
- program assistant
- evening programs
- leadership training

If an area of expertise is not listed, please list and explain it here:

On a separate sheet of paper, please provide us with a brief biographical "sketch" of yourself.

Describe your experiences or training which may have bearing on the position for which you are applying.

Why do you think that you are well suited to work in a camp community?

How do you think you will enhance the camper's experience at DRC?

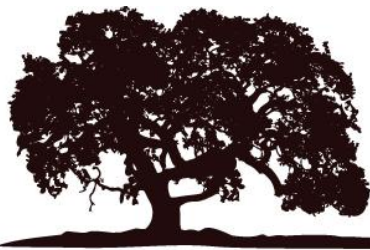
References

Please provide the names of three previous employers or advisors who are not related to you.

<i>Name</i>	<i>Address/city/state/zip</i>	<i>Phone #/email</i>	<i>Position</i>
I) _____	_____	_____	_____
II) _____	_____	_____	_____
III) _____	_____	_____	_____

By signing this form, I agree that all of the information I have provided on this form is true.

Signature: _____ Date _____



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Dodasa Ranch Camp Declaration

As a prerequisite to employment at Dodasa Ranch Camp, please attest the following and return to Dodasa Ranch Camp.

I _____, Birthdate _____ state the following:

All information submitted (either personally or on my behalf) to Dodasa Ranch Camp, both verbally and in writing (application, contract, etc.) is both complete and accurate: YES NO

1. Have you ever been fired from, asked to leave or disciplined, by a previous employer? YES NO

If yes, please explain. _____

2. Have you ever been arrested, charged with a criminal or misdemeanor offense? YES NO

If yes, please explain. _____

3. Have you ever received a citation for a vehicular moving violation? YES NO

If yes, please explain. _____

4. Have you ever been party to an incident that resulted in allegations of or charges of sexual assault or harassment?

YES NO If yes, please explain. _____

5. Have you ever been party to an incident that resulted in allegations of or charges of a sexual offense relating to children?

YES NO If yes, please explain. _____

I, the undersigned, understand that while employed by Dodasa Ranch Camp, I may not partake in the use of illegal drugs and that the legal drinking age is 21 years in the State of California.

Signature _____ Print Name _____

I, the undersigned, as an adult supervising children, understand that I must immediately report any knowledge or rumor of drug use by campers or staff, camper abuse and/or sexual abuse/harassment in any form to the directors immediately. Further, I understand that any relations between campers and staff of a flirtatious nature or that may be construed as sexual in nature are strictly forbidden. If a camper is making sexual advances toward me, I understand that this must be documented and reported immediately.

Signature _____ Print Name _____

Is there anything further in your background that might affect your job as a staff member at DRC that has not been mentioned by interview or as stated on your application form? YES NO If yes, please explain.

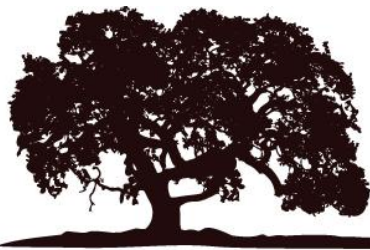
Internet Usage Policy: As an employee at Dodasa Ranch Camp, I understand and accept that it is my responsibility to use the internet responsibly and respectfully. I understand that I will not use Dodasa Ranch Camp's logo or name without prior permission from the owners. I understand that it is against company policy to contact any Dodasa Ranch Camp campers without parental consent. This includes all social networking sites. I will make every effort to maintain high professional standards while under employment and portray myself as an appropriate positive role model for teenagers beyond the summer season.

I understand that: The camp may deny employment to any person who answers 'yes' to any of the above questions. If hired and the

employer later discovers circumstances that would indicate a 'yes' answer to any of the above questions, employment may be terminated immediately. The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. The camp may terminate employment of any person if that person is found, regardless of when discovered, to: have a history of complaints of abuse of a minor; have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaints(s) of sexual abuse of a minor; and/or have falsified or omitted information in this disclosure statement. The camp may ask for this statement yearly.

I attest that all of the statements herein are accurate and that by signing this document I agree to comply with the requirements of both this document and the staff contract as an employee of the Dodasa Ranch Camp.

Signature _____ Print Name _____



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DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES (Please Read Carefully Before Signing the Authorization)

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Dodasa Ranch Camp may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as

_____.

For explanation purposes:

- a “*consumer report*” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “*investigative consumer report*” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do _____ do not _____ authorize you to contact *my current* employer for Employment and Reference Verifications.

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

Applicant Signature _____ Date _____



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Personal Data

Last Name _____ First Name _____ Middle Name _____

Current Address _____ Dates Lived Here _____

Addresses for the Past Seven Years: (include street, city, state, zip code) _____ Dates of Residence _____

DOB _____ Other Names Used (including maiden name) _____ Years Used _____

SS# _____ DL # _____ State _____

Email address (may be used for official correspondence) _____

I have the right to make a request to _____ upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which _____ has previously furnished within the two year period preceding my request.

I certify that all of elements of the person data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name _____

Applicant Signature _____

Date _____

INFORMATION FOR _____ CUSTOMERS ON ADDITIONAL STATE LAW REQUIREMENTS

DISCLAIMER: THE DISCLOSURE AND AUTHORIZATION FORM, AND THE DISCUSSION OF STATE REQUIREMENTS BELOW, ARE NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY IN CONNECTION WITH THE USE OF THESE FORMS OR THE DETERMINATION OF STATE LAW REQUIREMENTS THAT MAY BE APPLICABLE TO YOU. INTELICORP RECORDS, INC. MAKES NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN.

IN ADDITION TO THE FOREGOING DISCLOSURE AND AUTHORIZATION FORM NEEDED TO COMPLY WITH THE FEDERAL FAIR CREDIT REPORTING ACT, VARIOUS STATES IMPOSE ADDITIONAL DISCLOSURE OR OTHER OBLIGATIONS ON EMPLOYERS WHEN THEY OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS ON EMPLOYEES OR APPLICANTS.

THE FOLLOWING IS A SUMMARY OF POSSIBLE STATE REQUIREMENTS.

1. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN CALIFORNIA, MINNESOTA, AND OKLAHOMA, you should add the following language to the end of the Authorization:

- You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.

2. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN CALIFORNIA:

Under California Civil Code §§ 1786.16(a)(2) and 1786.22, the following additional disclosure should be provided before procuring a consumer report:

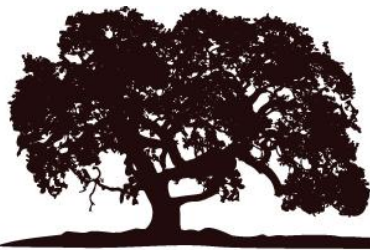
We will be obtaining a consumer report from [name, address, and telephone number of the consumer reporting agency]. You have the right to request from that agency, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which the agency has previously furnished within the three-year period preceding your request. You may view the file maintained on you by the agency during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

3. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN NEW YORK:

Under Article 25 Section 380-g of the New York General Business Law, if an employer receives a consumer report containing criminal conviction information, the employer must provide the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.

ADDITIONAL NOTES:

- A. If you intend to obtain a "credit report" to be used for employment purposes, you should be aware that a number of states have enacted laws to limit the use of such reports, and other states are considering such legislation. A "credit report" is a type of consumer report that contains information on a consumer's credit worthiness, credit standing, or credit capacity. A good source of information about state law restrictions on the use of credit reports for employment purposes is:
- B. A number of states, through statutes or administrative regulations, also impose limitations on employers asking applicants about arrests and/or convictions. You should review your state's laws and regulations in this regard.



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Hello!

The person listed on this sheet is applying for a support position (medical professional, facility staff and/or kitchen professional) at a summer camp for teenagers. This form was sent to you to help us assess the candidate's personality and skills, as they would relate to such a position. Your familiarity with the candidate will provide us with some of the important information necessary to help us successfully arrive at our hiring decision.

Personal and employment references are among the most important criteria upon which we base our decisions.

Our camp, located in California, is a coed teen day and residential camp with boys and girls ranging in age from 6-16. Staff working in the camp environment, are faced with a very demanding and often difficult job. They often live, work, eat, sleep and play with the kids on a day-to-day basis for over six weeks.

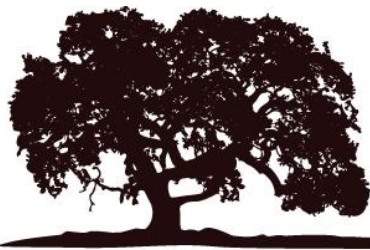
Staff members who join our staff do so with the understanding that ours is a caring and sharing environment with the focus on creating the best possible experience for our campers. Our staff members are expected to give 100% effort towards the needs of the camp program and the campers.

We will be speaking with the applicant and assessing his/her various skills and background, however any information you offer creates a better overall view of the person. The information you provide us with is strictly confidential and will not be shared with the applicant. It is used only as a tool to assist us in our hiring process.

Please complete and return both pages of this form as soon as possible. You can fax it to: Attention Don Parker, Director at (209) 772-3700 or you can mail it to the above address to my attention. Thank you for your honesty and assistance.

Yours Truly,

Don Parker
Director, Owner



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Reference

Name of applicant _____

Name of person writing reference _____ Date completed _____

Signature of person writing reference _____

Address _____

Home phone _____ Work phone _____

In what capacity do you know this applicant? _____

How long have you known him/her? _____

Based on your knowledge of this applicant, how well does he/she relate to teenagers? _____

Based on your knowledge of this applicant's social skills, how well does he/she relate to peers? _____

In which role would this applicant be most effective? (Rate: 1-MOST effective to 3-LEAST effective)

- ____ Supervising teens in daily activities
- ____ Supervising and reviewing peers and adults
- ____ Teaching a specific skill and/or activity (i.e. soccer, dance, biking, swimming)

In which situation would this applicant be most effective? (Rate situations 1-MOST effective to 3-LEAST effective)

- ____ Leading a group of 15-25 people
- ____ One-on-one interactions
- ____ Working alone on a project

Given the following 12 personality characteristics, rate this applicant from 1 to 3 (1 being STRONG personality characteristic and 3 being a WEAK personality characteristic). For example, if you believe that the applicant possesses an 'average' level of maturity and self-awareness, select the number '2'. If you feel that the applicant possesses a fantastic level of self-confidence, select '1'.

- ____ Maturity and self-awareness
- ____ Leadership ability
- ____ Flexibility and adaptability
- ____ Team player
- ____ Positive attitude
- ____ Creative problem solving

- ____ Self-confidence
- ____ Judgment and safety awareness
- ____ Responsibility and reliability
- ____ Communication skills
- ____ Initiative and enthusiasm
- ____ Receptiveness to feedback/criticism

What would be this applicant's most significant STRENGTHS as a counselor in the camp setting? _____

What would be this applicant's most significant WEAKNESSES as a counselor in the camp setting? _____

To your knowledge, has the applicant ever exhibited abusive or sexually improper tendencies toward others?
 YES NO

To your knowledge, has the applicant ever been convicted of a felony or a misdemeanor? YES NO

Please add any comments that might lend insight into this applicant's ability to work in a camp environment with children.

Thank you again for your assistance and time.