

350 Island Pond Rd.  
Harrison, ME 04040  
Phone: 1-978-369-0572  
Toll Free: 1-877-243-3706  
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Jim and Beigette Gill  
*Directors*

## SUMMER CAMP FOR GIRLS

### **FERNWOOD COVE RETURNING STAFF APPLICATION**

Fernwood Cove, Inc. is an equal opportunity employer dedicated to a policy of compliance with all federal, state and local laws regarding nondiscrimination in employment. No question on this application is intended to secure information to be used for unlawful purposes.

This application is to update us on your contact information and for you to let us know if there are different activities or roles in camp that you might be interested in. Please take this time to bring us up to date. Thanks.

#### **PERSONAL INFORMATION**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

#### **Dates Available for Work (mm/dd/yyyy):**

**START:** \_\_\_\_\_ **FINISH:** \_\_\_\_\_

**Occupation:** Are you a full time student? If no, what is your current occupation? If yes, what school are you attending?

**Age:** In which of the following categories would you place yourself:

Under 18      18-20      Over 21

**Staff T-shirts:** What is your T-shirt Size? All of our staff gets one staff T-shirt and one warm outer-garment.

Small              Medium              Large              X-Large              XX-Large

**Housing:** If hired would you desire or need housing for any person(s) other than yourself at camp?

No      Yes      : Please Describe \_\_\_\_\_

**Optional Section:** (Note: not filling out this section is not an automatic bar to employment.)

**Age:** \_\_\_\_\_ **Birthday (mm/dd/yyyy):** \_\_\_\_\_ **Marital Status:** \_\_\_\_\_

**CONTACT /EMPLOYMENT ELIGIBILITY INFORMATION:**

**Present Address:**

City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
At this address until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Present phone #: \_\_\_\_\_  
Best time to call? \_\_\_\_\_

**Permanent Address:**

City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
At this address until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Permanent Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact in case of emergency (name, relationship and phone #):  
\_\_\_\_\_

Can you provide proof of eligibility to work in the US? No      Yes

Driver's License: No      Yes      License number: \_\_\_\_\_ State: \_\_\_\_\_

Do you have any special dietary needs? No      Yes

If yes, please describe: \_\_\_\_\_

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**TRAINING/CERTIFICATIONS**

Write a brief biographical sketch, including specialized training in camping and experience or training in other fields which might have a bearing on the position for which you are applying.

**Certifications:**

<b>CERTIFICATION</b>	<b>YES/NO</b>	<b>EXPIRATION DATE</b>
First Aid		
CPR		
Water Safety Instructor		
Lifeguard		
Small Craft Canoeing		
Small Craft Sailing		
Stable Management		
Archery Instructor		
Wilderness First Aid		
Wilderness First Responder		
Ski Boat Driver		
Trip Leader		
Other?		

Are you interested in obtaining necessary certifications if you do not already have them? We offer a training reimbursement for returning staff. We would be happy to help you locate a place to get certified.

No            Yes        If yes, which ones?

Are you interested in attending our lifeguard training clinic one week before pre-camp begins? The space in our LGT course is open first to our waterfront staff who are not from the US. After that to our waterfront staff from the US and then any other openings to returning staff. We do offer a training reimbursement if you would like to take a certification class not offered by the camp.

No            Yes

Are you interested in working in another department or teaching another (maybe new) activity this summer?

No            Yes        If yes, which one and why? Also please list your skills and experience in this activity. If it is a new activity please tell us about the activity, where it might be located, what materials would be needed and what age group of campers it would target.

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## **LEADERSHIP POSITIONS**

There are three types of leadership positions in camp: Department Heads, Team Leaders and OD Captains. Counselors can apply to be in a leadership position in addition to the activity positions stated above. Here is a brief description of the leadership positions available.

**Department Head:** Department Heads are the lead counselor in an activity area, or group of activity areas. Department Heads are responsible for the overall management of the department, including staff scheduling, time off approval, and equipment maintenance and inventory. Department Heads should have previous experience instructing activities to youth. Experience in other leadership positions is also desired.

**Team Leader:** Team Leaders are the lead counselor for an age group of camp. These counselors provide guidance to the other counselors in their age group, or team, in the various aspects of being a bunk counselor. Team Leaders should have prior camp experience, including living in a bunk/cabin with campers. Experience in other leadership positions is also desired.

**OD Captain:** OD Captains are the lead counselors of an OD Line which monitors the camper bunks during Rest Hour and after Taps each day. OD Captains often work in pair or groups of three to lead an OD Line. OD Captains are responsible for assigning counselors to their appropriate bunk group, maintaining order on the bunk line and ensuring counselors are performing their OD responsibilities appropriately. OD Captains should have prior experience in a leadership position and previous camp experience is desired.

Are you interested in applying for a leadership position this summer?

No      Yes      If yes, which one?      Department Head      Team Leader      OD Captain

Please describe your skill/knowledge level and prior experience that is appropriate for the position(s) you have indicated. Please use additional paper as needed.

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### **COUNSELOR IN TRAINING PROGRAM COUNSELOR POSITIONS**

Fernwood Cove is introducing a Counselor In Training (CIT) program in 2007. This program is for former campers who are currently in grades 10-12. This program is designed to “bridge the gap” between being a camper and becoming a counselor. The CIT program counselors will be responsible for facilitating the various aspects of the CIT program curriculum which includes topics such as leadership, communication and camp policies and procedures. There are also two extended trips (3-7 days out of camp) during the summer. CIT program counselors will also have the opportunity to instruct camper focuses which will allow them to bond with all members of the camp community.

CIT counselor positions are available for bunk moms and bunk aunts and uncles. CIT counselors should have a strong sense of self and be confident in their abilities to lead a variety of workshops and activities. CIT counselors will be required to be in camp by **Sunday, June 10** to participate in a CIT program orientation prior to pre-camp orientation.

Are you interested in applying for a CIT counselor position?

No      Yes      If yes, which one?      Bunk Mom      Bunk Aunt/Uncle

Please describe your skill/knowledge level and prior experience that you feel qualifies you to be a CIT program counselor. Please use additional paper as needed.

## **ADDITIONAL QUESTIONS**

Is there anything you would like to tell us that might improve your time at camp? Please add it here and please be specific.

Do you have any ideas for us for next summer? This could be for new staff, returning staff, pre-camp, activities, anything you can think of.

Would you be interested in helping out with pre-camp? Also, do you have any ideas or suggestions for pre-camp? What part of pre-camp would you want to help out with?

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## **FERNWOOD COVE POLICIES**

**HEALTH:** It is our policy that all counselors and staff are expected to have a health examination form completed by their physician prior to camp.

**ILLEGAL DRUGS:** It is our policy that the use of and/or possession of any kind of illegal drugs or illegally obtained prescription drugs are prohibited at camp and are reason for immediate dismissal from camp. .

**ALCOHOL CONSUMPTION:** It is our policy and in accordance with Federal Law anyone under the age of 21 is prohibited from consuming any alcoholic beverages at any time. Consuming alcoholic beverages is strictly prohibited at camp for those under 21 and is reason for immediate dismissal. If you are of legal drinking age in the United States, (21 or older) it is our policy that you are permitted to consume alcoholic beverages but only during designated time and in a designated place. Failure to comply with our rules and policy is reason for immediate removal from camp.

**SMOKING:** It is our policy that staff are allowed to smoke, but only on your time off, only in the designated area and never in front of the campers.

**HARRASSMENT:** It is our policy to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment.

<b>QUESTION</b>	<b>NO</b>	<b>YES</b>
Have you been previously convicted of a felony or misdemeanor, other than a minor traffic offense? If the answer is "Yes" please indicate the convictions, dates, and circumstances. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.)		
Have you previously been charged with any crime related to the abuse, mistreatment or molestation of children? (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.)		
Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.)		
Do you have a history of illegal drug use?		
Do you agree to abide by ALL of the above policies (Health, Drugs, Alcohol, Smoking, and Harassment)? If the answer is "No" please describe.		

**Certification of Truthfulness and At-Will Employment Acknowledgement**

I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with the same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law, which alters that status. Furthermore, I understand that any agreement must be in writing and signed by the designated camp official. I also understand that untrue, misleading, or omitted information herein or in other documents completed by the applicant may result in dismissal, regardless of the time of discovery by the camp. Please sign authorization to obtain criminal records and investigative consumer reports form attached to this application below.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Please send your complete application and attached reference forms, as soon as possible to;**

**Fernwood Cove:**  
**Marran Linsky**  
**350 Island Pond Rd**  
**Harrison, ME 04040**  
**Toll Free Phone: 1-877-243-3706 or 1-978-369-0572**  
**Fax: 1-207-583-6016**  
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**Website: [www.fernwoodcove.com](http://www.fernwoodcove.com)**