

Arnstein Jewish Community Center
d/b/a Knoxville Jewish Alliance
6800 Deane Hill Drive
Knoxville, TN 37919
(865) 690-6343



MILTON COLLINS DAY CAMP STAFF APPLICATION

Name _____

Date of Application _____ Dates Available From _____ to _____

(Current Address) (City, State, Zip Code) (Phone)

(Permanent Address) (City, State, Zip Code) (Phone)

Email Address _____ What date is your current address valid until? _____

Are you 16 years of age or older (Circle One)? YES NO

Are you 19 years of age or older (Circle One)? YES NO

Are you physically capable of performing the job for which you have applied (Circle One)? YES NO

Do you have transportation (Circle One)? YES NO

Position for which you are applying _____ Salary Desired _____

EDUCATION: (Please include last year completed by May. List most recent experience first.)

School	Major	Present Year or Degree Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

CAMP EXPERIENCE:

Dates	Camp/Director	Address/Phone #	Camper or Staff?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT WORKING WITH CHILDREN:

Dates	Employer	Position	Phone #	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER EMPLOYMENT

Dates	Employer	Position	Phone #	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

REFERENCES (Give the names/addresses of 3 persons [not relatives] having knowledge of your character, experience, and ability):

Name	Occupation	Address	Phone #
_____	_____	_____	_____
_____	_____	_____	_____

CERTIFICATIONS: Please list all of your current certifications, include type (ex. Lifeguard, CPR, etc.), the certifying agency (ex. Red Cross, YMCA, etc.), and the expiration date.

Type	Agency	Expiration Date
_____	_____	_____
_____	_____	_____

Please answer the following questions in as much detail as possible. Feel free to attach additional sheets if necessary.

- 1. List any other skills that you possess that you feel would be useful at camp:** _____

- 2. Why do you want to work at the Milton Collins Day Camp?** _____

- 3. What contributions do you think you can make at camp?** _____

- 4. What contribution do you think a well-run camp can make to children?** _____

5. If you had a child at camp, what would be your concerns? _____

6. What do you think it takes to make a good camp employee? _____

7. List any Jewish education or relevant experience you have: (Not required for employment). _____

8. Anything else you would like us to know about you: _____

9. What age group would you most like to work with? (circle one) Any,
K 1 2 3 4 5 6 7 8 9 10

10. How many days do you anticipate asking off of work for the upcoming summer? What dates do you know that you will be unavailable?

Are you lawfully eligible to be employed in the United States? YES___ NO___
(Proof of identity and employment eligibility in accordance with immigration laws will be required if you are hired.)

Have you ever applied for a job with the AJCC before? YES___ NO___ If so, when? _____

Do you have any relatives employed by the AJCC? YES___ NO___ If so, please list their names and relationship to you: _____

Who referred you to the Milton Collins Day Camp/AJCC? _____

Name and phone number of person to contact in emergency:

Have you ever been convicted of violating any laws (not including minor traffic violations)?
YES___ NO___ If you answered yes, please explain: _____

Have you ever been investigated, accused, or convicted of sexually or physically abusing a child?
YES___ NO___ If you answered yes, please explain: _____

APPLICANTS CERTIFICATION AND AGREEMENT

(Please read carefully before signing below)

I hereby declare that the information provided by me in this application is true, accurate, and complete. I understand that any misstatement, misrepresentation (including omissions), or falsification of this information is grounds for refusal to hire, and for termination if discovered after being hired. I authorize the Milton Collins Day Camp and Arnstein Jewish Community Center to investigate my personal references, criminal record, public record, credit file, and employment history and to request, receive, and verify all information given in this application, except as specified, and release all parties from any liability that may result from furnishing such information to the Milton Collins Day Camp, Arnstein Jewish Community Center or its personnel. I understand that an offer of employment may be conditioned upon satisfactory completion of a pre-employment physical examination and related tests, including drug and alcohol testing, and agree to drug and alcohol testing as required by the Milton Collins Day Camp and Arnstein Jewish Community Center as a condition of continued employment. If I should be hired, I agree to conform to the rules, regulations, policies, and procedures of the Milton Collins Day Camp and the Arnstein Jewish Community Center. I understand that this employment application is not a promise of employment, and that absent a written agreement to the contrary, my employment will be at-will. I understand and agree that only the Director of the Milton Collins Day Camp and the Executive Director of the Arnstein Jewish Community Center have the authority to enter into any agreement for employment for any specific period of time and that any such agreement entered into by the Director of the Milton Collins Day Camp and the Executive Director of the Arnstein Jewish Community Center will not be enforceable unless it is in writing.

I have read, understand, and by my signature, consent to these statements.

Signature _____ Date _____

Please Print Name _____

(If you are under the age of 18, your parent or guardian must cosign this certification and agreement.)

Signature of Parent/Guardian _____ Date _____

Please Print Name _____

**Please return this application to:
Milton Collins Day Camp
6800 Deane Hill Drive
Knoxville, TN 37919**

**If you have any questions regarding this application or a summer position please contact
MCDC at 865-690-6343.**