



staff application

**Thanks for your interest in
our camp here at the JCC!**

We are looking for the best and brightest
counselors that want to change children's lives.

Orientation Dates
June 1–4, 2017

Camp Dates (8 weeks)
June 5–July 28, 2017

Return completed application to a Membership desk,
mail it in, or scan & email to jshapiro@JCCindy.org



Arthur M. Glick JCC
6701 Hoover Rd
Indianapolis, IN 46260

317-251-9467
JCCindy.org



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Part I - Personal Information **Please print.**

Full Name _____

Permanent Address _____ Phone _____

School/Business Address _____ Mobile _____

E-mail address _____ Social Security # _____ - _____ - _____

Are you 18 years of age or older? YES / NO If NO, give your date of birth: ____ / ____ / _____

I am available the FULL 9 weeks? (June 1–July 28) YES / NO

If not available for the full 9 weeks, why? _____

Check which age group(s) you would most like to work with :

- Preschool 3–5 Years
- Early Elementary K–3 Grade
- Elementary 3–5 Grade
- Middle School 6–9 Grade

Check what type of position you seek at Camp JCC :

- Counselor
- Specialist
- Admin/Management
- Other _____

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-related infraction? YES / NO

If YES, please explain fully (type of offense, date, location) on the back of this application.

A criminal record does not constitute an automatic bar to employment.

Can you perform the essential job functions for which you have applied, with or without reasonable accommodation? YES / NO

Part II – Education **If you have a resume, you may attach it to this form and skip Parts II and III.**

| Level | School Name / Address | No. Years Attended | Course / Degree |
|--|-----------------------|--------------------|-----------------|
| High School | | | |
| Post Secondary College / Vocational | | | |
| Other | | | |

Part III – Employment / Experience

| Dates | Employer | Phone | Supervisor | Responsibilities | Reason for Leaving |
|-------|----------|-------|------------|------------------|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Indicate any employer you do not wish us to contact and the reason: _____

Camp Experience (staff or camper)

| Dates | Camp | Phone |
|-------|------|-------|
| | | |
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Part IV - Skills and Abilities **Mark the following list with:**

- 1** for those you can organize & teach as an **expert**;
- 2** for those you can **assist in teaching**;
- 3** for those which are just your **hobby**;
- C** for those you have **current certifications** and attach a copy of your certification.

ARTS & CRAFTS

- ___ Basketball
- ___ Ceramics
- ___ Jewelry
- ___ Leather Work
- ___ Macramé
- ___ Nature Crafts
- ___ Newspaper
- ___ Painting
- ___ Photography
- ___ Sketching
- ___ Weaving
- ___ Woodworking

MUSIC / DANCE

- ___ Creative
- ___ Dancing
- ___ Leading Singing
- ___ Play Directing
- ___ Skits & Stunts
- ___ Instrument (list)

NATURE

- ___ Animals
- ___ Animal Care
- ___ Astronomy
- ___ Backpacking
- ___ Birds
- ___ Conservation
- ___ Flowers
- ___ Forestry
- ___ Gardening
- ___ Insects
- ___ Rocks & Minerals
- ___ Trees & Shrubs
- ___ Weather

WATERFRONT

- ___ Canoeing
- ___ Kayaking
- ___ Rowing
- ___ Sailing
- ___ Lifeguard

PIONEERING

- ___ Campcraft
- ___ Campfire/Evening
- ___ OLS Program Leader
- ___ OLS Instructor
- ___ Hiking
- ___ Orienteering
- ___ Outdoor Cooking
- ___ Overnight
- ___ Mountaineering
- ___ Minimum Impact
- ___ Storytelling
- ___ Wilderness Trip
- ___ Other (list)

SAFETY

- ___ CPR
- ___ Emergency Care
- ___ First Aid
- ___ Other Language

SPORTS

- ___ Archery
- ___ Baseball
- ___ Basketball
- ___ Bicycling
- ___ Fishing
- ___ Golf
- ___ Gymnastics
- ___ Hockey
- ___ Horseback Riding
- ___ Ping Pong
- ___ Skating
- ___ Soccer
- ___ Softball
- ___ Tennis
- ___ Track & Field

OTHER

What contributions do you think you can make to Camp JCC? _____

What contributions do you think a well-run camp can make to a children? _____

What is an accomplishment you are especially proud of? _____

Part V - References **You must include one relative.**

| Name | Relationship | Phone | Email |
|------|--------------|-------|-------|
| | | | |
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Part VI - Notice to Applicants **Please read carefully.**

The JCC is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin or any other basis prohibited by law unless such basis constitutes *bona fide* occupational qualification. The JCC will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

All offers of employment by the JCC Indianapolis are contingent upon the successfully passing a drug test and a criminal background check.

Part VII - Applicant’s Statement and Agreement

Please indicate that you have read and understood each paragraph of the Applicant’s Statement and Agreement by **placing your initials beside each paragraph**. The following must be read and signed to be considered for employment with JCC Indianapolis.

_____ I certify that all information disclosed on this application and/or in any resume are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, and false, misleading or otherwise incorrect statements made on this application form, on a resume, or during any interviews may be grounds for my immediate discharge.

_____ I hereby authorize the Jewish Community Center to contact any company or individual it deems appropriate to investigate my employment history and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause against these individuals for defamation, invasion of privacy, or any other reason because of their statements.

_____ I understand that any offer of employment is contingent upon my successfully passing both a drug test and a criminal background check. The Jewish Community Center will keep results of these tests confidential.

_____ I understand that if offered employment, I must certify as to my lawful authorization to work in this country within three days of the start of my employment and, should I fail to supply the appropriate information, I can be terminated.

_____ I agree that, if I am employed, I will abide by all the rules and regulations of the Jewish Community Center. I also understand that my employment is “at-will” and may be terminated by myself or by the Jewish Community Center at anytime for any reason or no reason at all, with or without prior notice.

_____ I understand that if offered employment, I must acknowledge and abide by the JCC’s Child Abuse Prevention Code of Conduct.

Applicant’s Signature

Date

Applicant’s Print Name



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