

# Hidden Villa Summer Camp –2012 Returning Staff Application

Promoting Multicultural Understanding & Environmental Awareness

26870 Moody Rd, Los Altos Hills, CA 94022

*Questions?*  
Call us at  
**(650) 949-8641**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State Zip Area/phone

Current Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State Zip Area/phone

**EMPLOYMENT** (since last summer)

Dates	Employer	Address/Phone	Type of Work	Supervisor	Reason for Leaving

**REFERENCES:** Give the names of 3 persons with knowledge of your work experience and ability

Name	Position/Relation	Phone Number

Are you at least 18 years old? \_\_ Yes \_\_ No      Are you legally entitled to work in the United States? \_\_ Yes \_\_ No  
*(If you are hired you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment)*

Are you willing to abide by our “No Alcohol, No illegal drugs” policy?  Yes  No

Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice?  Yes  No

Position applying for (refer to job description sheet): \_\_\_\_\_

Can you perform the essential functions of this job with or without reasonable accommodation? \_\_ Yes \_\_ No

Dates Available: From \_\_\_\_\_ To: \_\_\_\_\_

Have you ever been convicted of a felony? \_\_ Yes \_\_ No

If yes, state the nature of the crime(s), when and where convicted and disposition of the case.

*(Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)*

**SPECIAL CERTIFICATION:** Check box only if valid through the entire summer.

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|------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Current First Aid Certification exp _____ (must be willing to obtain) | <input type="checkbox"/> Current Lifeguard or WSI exp _____      |
| <input type="checkbox"/> Current CPR Certification exp _____ (must be willing to obtain)       | <input type="checkbox"/> Current Archery Certification exp _____ |
| <input type="checkbox"/> Current Wilderness First Responder Certification exp _____            | <input type="checkbox"/> Other _____                             |

**CAMP SPECIFIC SKILLS:**

- |                                                                       |                                                                    |
|-----------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Ability to play a musical instrument _____   | <input type="checkbox"/> Fluent in Spanish or Other language _____ |
| <input type="checkbox"/> Other skills learned since last summer _____ |                                                                    |

**Please complete the following questions. They are all important to us.**

Why do you want to return to Hidden Villa this summer? \_\_\_\_\_

\_\_\_\_\_

What special skills have you learned this year that make you uniquely qualified for the position for which you are applying. \_\_\_\_\_

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What was the biggest challenge for you last summer? \_\_\_\_\_

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What do you hope to accomplish this summer? \_\_\_\_\_

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Is there anything else that you would like to add? \_\_\_\_\_

**On a separate piece of paper, please write a brief answer to one of the following questions:**

1. Describe your impression of HV Summer Camp's mission and how our program supports that mission. What will you do this summer to integrate the mission into inspiring and fun programming?
2. Describe a situation last summer when you took leadership. As a returning staff member, what will you do to promote professionalism and leadership this summer?

**Please complete each of the following questions: (*Feel free to have fun doing it!*)**

My favorite memory from last summer is: \_\_\_\_\_

My favorite farm animal is \_\_\_\_\_ because \_\_\_\_\_

I learned last summer \_\_\_\_\_

My favorite quiet place on the farm is \_\_\_\_\_ because \_\_\_\_\_

I made a difference to a camper when \_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION FOR BACKGROUND INVESTIGATION**

I hereby authorize Hidden Villa and/or any entity directed by Hidden Villa to obtain a background report for employment purposes. I understand this report may include inquires regarding my educational background, work history; court records, including criminal conviction record, as permitted by law; driving history if driving is part of any job duties; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to Hidden Villa or other entity that obtains information for Hidden Villa. I further fully release Hidden Villa, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, including but not limited to investigators, credit agencies and those companies or individuals who provide information to Hidden Villa concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

I understand that an offer of employment is contingent upon the outcome of my background check, and that this Disclosure and Authorization is not an offer for employment Hidden Villa or a contract for employment with Hidden Villa. I further understand Hidden Villa operates under an AT-WILL EMPLOYMENT POLICY and this Authorization does not alter or affect that policy in any manner whatsoever.

Candidates for employment at Hidden Villa are considered on the basis of their own merits and qualifications for the position for which they apply. Hidden Villa does not discriminate on the basis of sex, race, age, religious creed, color, ancestry, veteran status, pregnancy, disability, sexual orientation, marital status, national origin, or any other classification protected by applicable employment discrimination law.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

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Print your name

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Signature/Date