

# Hidden Villa Summer Camp –2012 Staff Application

Promoting Multicultural Understanding & Environmental Awareness

Hidden Villa Summer Camp  
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

**EDUCATION**

	Name of school	City, State	Degree/major	Graduation Year
High School				
College				
Grad school/other				

**PAST EMPLOYMENT** (List previous two summers or years)

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

**CAMP EXPERIENCE**

Dates	Camp	Director	Phone	Camper or Staff

**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? \_\_\_\_\_

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

Interview Availability:  In person (at Hidden Villa)     Phone (out of the area **only**)

Best time to reach you: \_\_\_\_\_

Have you ever worked for Hidden Villa before? \_\_\_\_\_

Do you have any friends or relatives that are working or have worked for Hidden Villa?  Yes  No

If yes, state name(s) \_\_\_\_\_ and relationship. \_\_\_\_\_

*(Having a friend or relative who works for Hidden Villa will not disqualify you from employment, but Hidden Villa may not place you in a direct supervisory or reporting relationship to a friend or relative.)*

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.

- Current First Aid Certification exp\_\_\_\_ (must be willing to obtain)
- Current CPR Certification exp\_\_\_\_ (must be willing to obtain)
- Current Wilderness First Responder Certification exp\_\_\_\_
- Current Lifeguard or WSI exp\_\_\_\_
- Current Archery Certification exp\_\_\_\_
- Other \_\_\_\_\_

CAMP SPECIFIC SKILLS:

- Ability to play a musical instrument\_\_\_\_\_
- Knowledge in Spanish or Other language\_\_\_\_\_ mark one:    Fluent    Conversational    Reading/Writing
- Ability to facilitate group building games and initiatives
- Song Leading

TEACHING: Indicate any of these topics that you have experience with:

- Recreation / coaching
- Conflict resolution
- Civil rights/Anti-bias curriculum
- Environmental curriculum
- Mentoring/ tutoring

OTHER SPECIAL SKILLS: Please put "1" next to activities that you can teach, 2" next to activities you can assist in teaching, and "3" for those in which you are interested in learning to teach

FARMING

- \_\_ Vegetable Gardening
- \_\_ Farming
- \_\_ Canning/Drying
- \_\_ Milking
- \_\_ Animal Care
- \_\_ Cheese/Yogurt Making

WILDERNESS

- \_\_ Hiking
- \_\_ Backpacking
- \_\_ Leave No Trace
- \_\_ Outdoor Cooking
- \_\_ Rock Climbing
- \_\_ Natural History

ARTS /MUSIC

- \_\_ Writing/Journaling
- \_\_ Ceramics
- \_\_ Painting/Murals
- \_\_ Dance/ Drama
- \_\_ Weaving/Knitting
- \_\_ Spoken Word/Hip Hop

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

Please explain why you would like to work at Hidden Villa Summer Camp. What would you hope to contribute? What would you hope to gain? \_\_\_\_\_

How would you describe your strengths and weaknesses? \_\_\_\_\_

Please elaborate on the special skills that make you uniquely qualified for the position for which you are applying.

How did you hear about job opportunities at Hidden Villa Summer Camp? \_\_\_\_\_

Describe any experience you have had in communal living \_\_\_\_\_

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. It is the mission of H.V. to foster multi-cultural understanding and respect for the natural environment. Please state any of your own experiences, affiliations, or activities, which would be relevant to this goal.
2. Tell us about a difficult experience you had. What was it? How did you approach it? The outcome?
3. Please write a brief biographical sketch, including specialized training in camping, and experience or training in other fields that might have some bearing on the position for which you are applying.

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

If I were an animal I would be a/an: \_\_\_\_\_ because \_\_\_\_\_

My favorite place is \_\_\_\_\_ because \_\_\_\_\_

I am unique because \_\_\_\_\_

When I get dirty, I \_\_\_\_\_

I get upset with \_\_\_\_\_

I deal with my frustration by \_\_\_\_\_

I hope to enter the profession of \_\_\_\_\_

In my wildest dreams, I never imagined \_\_\_\_\_

**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.

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Signature/Date

Please email this application and additional question to [camp@hiddenvilla.org](mailto:camp@hiddenvilla.org), or mail application to above address.