Thank you for your interest in applying for a position with the
Town of Crawford Summer Camp!
The application form process begins on the next page.
Before moving on to that, please review the following:

Instructions & Information for Applicants

- The Town of Crawford hosts a FIVE-week camp season.
- Camp is hosted weekdays at: Town of Crawford Park, Red Mills Road, Pine Bush, NY 12566
- CAMP DATES : Weekdays Monday June 27– Friday July 29 **Camp is Closed Monday, July 4**
- WORK HOURS ARE: 8:30 am SHARP – 1:15 pm DAILY
- Summer Camp Staff should be available the entire five-week camp session with the exception of Monday July 4
- Please confirm that you will be available to work during the entire five-week period prior to beginning this application process.
  (TWO-DAY exceptions may be made for College Orientations with prior permission from Camp Administration)

- Hired Staff are REQUIRED to attend a paid, one-hour Training Session which is conducted the Friday prior to camp start date. (Late Afternoon)
- All applicants, even those previously employed must complete with this application in order to be considered for a position at the Town of Crawford Summer Camp.
- Applicant must be 16 years of age or older as of the camp start date.
- CELL PHONES/Smart Devices should NOT be used-or-checked at any time while overseeing campers. There is a Camp Phone onsite for any emergency calls in-or-out.

ADDITIONAL DOCUMENTATION REQUIRED

The following must be submitted with COMPLETED application form.

- **A copy of your working papers (If under 18 years of age)**
- **Copy of current Photo I.D.**
- **Three SEALED reference letters**

- ***Optional: Copies of relevant certifications which will remain CURRENT through camp dates***
  (Ex: R.T.E., CFR, EMT, Lifeguard)

- KEEP THIS PAGE FOR YOUR REFERENCE -

Town of Crawford
121 State Route 302
Pine Bush, N.Y. 12566

2022 Summer Camp-Counselor Staff Application

CONTACT INFORMATION:

Name: _____ **Email** _____

Address: _____

Do you reside in the Town of Crawford? **Y** _____ **N** _____

Home Phone _____ **Cell** _____

How long have you lived at your current address? _____ Are you a U.S. Citizen? _____

Emergency Contact Name: _____ **Cell** _____

Relationship: _____

Have you been employed by the Town of Crawford previously? Y _____ **N**_____

If yes, please explain: _____

Is there an age group of children that you prefer to work with? _____

Do you have experience working or volunteering with youth? Please explain on line below.

_____

This is a five-week camp season that consists of 24 work days. Do you foresee having to miss any days of work during the camp season? Y _____ **N**_____

If yes, please explain: _____

Must be 16+
As of first day of camp

DOB____/____/____
Mo Day Year

Tee Shirt, Adult Size Check one:

Small_____ **Medium**_____ **Large**_____ **XL large**____ **XXL**_____ **XXXL** _____

Town of Crawford
121 State Route 302
Pine Bush, N.Y. 12566

Summer Camp-Counselor Staff Application

Education:

School Type	Dates Attended	Name	City, State	Highest level Completed	Degree earned Field of study
High School					
College					
Vocational					
Other:					

Do you have a high school diploma/ GED ? Yes _____ No _____

If no, what month/year are you due to graduate? _____

OTHER: List any other current relevant trainings, degrees or certifications:

_____

Please list any of the following: clubs, hobbies, skills, talents, interests:

_____

_____

Personal Statement: Please tell us about yourself and why you want to work at our camp:

_____

_____

_____

_____

Town of Crawford
121 State Route 302
Pine Bush, N.Y. 12566

Summer Camp-Counselor Staff Application

Employment History:

Dates From – To	Company/ Business	Address City, State	Contact Name / Phone Number	Job Title/Duties	Currently employed -OR- Reason for leaving

May we contact you employers? Yes _____ No _____
Have you ever been terminated from a job? No ____ **Yes** _____ **If yes, why?** _____

Volunteering History:

Dates From – To	Group or Organization	Place: Address City, State	Contact Name / Phone Number	Job Title/duties

Town of Crawford
121 State Route 302
Pine Bush, N.Y. 12566

Summer Camp-Counselor Staff Application

THREE REFERENCE-LETTERS ARE REQUIRED

References should be written by adults only.
Examples may include: Past Employer, Teacher, Guidance, Coach, Advisor, Mentor
NO friends /family please.
Applications without reference-letters attached will not be considered.

Please complete the following information for the three ATTACHED references:

Name of References on the Letter	Relationship	Length of time known
1.		
2.		
3.		

Medical Consent

If applicant is 18 years of age or OLDER:
I give permission to receive medical treatment and transportation in the event of a medical emergency.
I give permission to be transported in the case of organized trips and special events.
I give permission for my image to be used for marketing purposes or in publications.

APPLICANT NAME **(PRINT)** _____ **Age** _____

APPLICANT SIGNATURE _____ **Date**_____

IF APPLICANT IS UNDER 18 YEARS OF AGE AT TIME OF COMPLETING THIS FORM:
I give permission for my child to receive medical treatment and transportation in the event of a medical emergency.
I give permission for my child to be transported in the case of organized trips and special events.
I give permission for my child's image to be used for marketing purposes or in publications.

Parent / Legal Guardian Name **(PRINT)** _____

Parent / Legal Guardian Name: Signature _____ **Date** _____



Town of Crawford
121 State Route 302
Pine Bush, N.Y. 12566

Summer Camp-Counselor Staff Application

Authorization:

I authorize the Town of Crawford to verify the information contained in this application. I understand that the Town of Crawford will conduct a background check through the NYS DCJS. I understand that any misrepresentation or omission of fact may justify termination of employment or employment process. A copy of this authorization shall have the same authority as the original. I authorize the Town of Crawford staff to take photographs that may be used for the purpose of camp newsletters and or other publications.

Applicant Name (PRINT) _____

Applicant Signature:_____ **Date**_____

IF APPLICANT IS UNDER 18 YEARS OF AGE AT TIME OF COMPLETING THIS FORM, also MUST include:

Parent / Legal Guardian Name **(PRINT)** _____

Parent / Legal Guardian Name: Signature _____ **Date** _____

Waiver:

I acknowledge that by signing this document, I am releasing the Town of Crawford their officials, staff and volunteers from liability. This release form has legal consequences. I have read it carefully before signing. In consideration the opportunity to become employed by the Town of Crawford, I/WE HEREBY RELEASE, DISCHARGE, HOLD HARMLESS, PROMISE NOT TO SUE, SHALL DEFEND AND INDEMNIFY, the Town of Crawford, their officials, staff and volunteers, from any and all rights and claims including arising from the negligence of the released parties, which may be directly or indirectly in connection to my participation/employment with the Town of Crawford. The undersigned agrees that the remainder of this release and indemnity shall remain in full force and effect.

Applicant Name (PRINT) _____

Applicant Signature:_____ **Date**_____

IF APPLICANT IS UNDER 18 YEARS OF AGE AT TIME OF COMPLETING THIS FORM, also MUST include:

Parent / Legal Guardian Name **(PRINT)** _____

Parent / Legal Guardian Name: Signature _____ **Date** _____

Town of Crawford
121 State Route 302
Pine Bush, N.Y. 12566

Employee Criminal History Review

STATEMENT OF CONVICTIONS

All employees must complete this form. A crime is a misdemeanor or felony.
This does **NOT** include violations such as traffic infractions and trespassing.
Please Print.

Applicant's Name: First_____ **Middle**_____ **Last**_____ **Maiden**_____

Social Security Number _____ **Date of Birth** _____ **City of Birth**_____

Address_____

Conviction Statement:
In accordance with section 390-b(1)(a) of the Social Services Law, I certify that to the best of my knowledge and belief,
(Check One) _____ I have* _____ I have not
been convicted of a crime in New York State or other jurisdiction. If I have been convicted of a crime, I will provide true and accurate information concerning the crime for which I was convicted, the date of conviction and any other relevant information in the space below. In addition, I will provide written justification on the back of this sheet, explaining why I should be allowed to have contact with children regardless of my conviction. I am aware that this will be my only opportunity for this explanation to be considered in the decision to approve or deny my application.
*Record of all convictions:
Complete the information below and submit with record of conviction or certification of court arraignment.

TYPE OF CRIME	Penal Code Section	Date of Conviction	County or Court of Arraignment
Example:			
Disorderly conduct	*240.20*	*3/17/1976*	*Albany*

To the best of my knowledge the information provided above is true and accurate. I understand that my failure to truthfully and accurately state whether I have been convicted of a crime and/or to provide truthful and accurate information concerning the conviction(s) may constitute grounds for dismissal or denial of employment.
I give permission to The Town of Crawford to investigate my personal and any criminal history and to contact my references for information.

Applicant/ Employee Name (PRINT) : _____

Applicant/ Employee Signature:_____ Date_____

If under 18 years of age, also include:

_____

Parent / Guardian Signature **Date**

SUMMARY

Please be sure that you have included the following with your submission:

- COMPLETED Application: **Pages 1 - 6**
- A copy of working papers (If under 18 years of age)
- Copy of current Photo I.D.
- Three SEALED references as per instructions in application.
- *OPTIONAL: Copies of certifications which will remain CURRENT through camp season*
  (Ex: RTE, CFR, EMT, Lifeguard)

HOW TO SUBMIT:

Mail or Deliver (to Town Clerk's Office):

Town of Crawford
121 State Route 302,
Pine Bush, N.Y. 12566

Attn: SUMMER CAMP-STAFF APPLICATION

Calls to schedule interviews will follow.

Emailed/FAXED Applications will NOT be considered