



THE LEARNING VILLAGE CAMP
2019 APPLICATION FOR CAMP EMPLOYMENT
Please Print

We consider all applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status. We are compliant with all EEO and ADA laws and regulations.

Last Name _____ First Name _____ Middle Name _____

Street Address _____ City _____ State _____ Zip _____

Home Telephone _____ Cell Phone _____ Email Address _____

School Attending _____

Position(s) Applied For _____ Date of Application _____

How did you learn about us?

- Online Posting Friend Walk-In
 Advertisement Relative Other: _____

1. Have you ever filed an application with us before? YES NO When _____

2. Have you been employed with us before? YES NO When _____

3. A position in a summer camp may be physically and emotionally demanding. The demands include, among other things, the need to lift and carry children on a regular basis and the need to react quickly, at all times, to any emergency situation.

Are you able to fulfill all functions of the job, with or without reasonable accommodation? Yes No

4. Before an individual may be hired by the Camp, we must have ALL required forms on file and at least two written Professional Reference forms completed by the candidate's previous employers or supervisors (for high school and college age applicants, this may include coaches, teachers, counselors, club sponsors, volunteer coordinators, etc.)

- Are you able to fulfill these requirements? YES NO
Are you currently employed? YES NO
May we contact your present employer? YES NO

5. On what date would you be available for work? _____

What would be your last day available for work? _____

6. Are you authorized to be employed in the United States? YES NO
(An Employment Eligibility Verification Form (I-9 Form) will be required upon offer of employment.)

Majestic & Simmons, Inc.
d/b/a The Learning Village School
47722 Saulty Drive
Potomac Falls, VA 20165

Jacque Majestic, Director of Operations
Lynne Simmons, Founder
www.LearningVillageSchool.com
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7. Virginia State Licensing requires that we collect a Sworn Disclosure, conduct a fingerprint-based criminal background check, and conduct a search of the Child Abuse and Neglect Registry in Virginia and any other state you have lived in the past 5 years. Is that a concern? YES NO

Have you ever been convicted of a felony? YES NO
If YES, please explain: _____

Have you ever been convicted of a misdemeanor related to abuse, neglect or exploitation of children or adults? YES NO
If YES, please explain: _____

8. If you are accepting a driving position with The Learning Village School, we will check your driving record. Is this a concern? YES NO

PROFESSIONAL REFERENCES

State the names, addresses and telephone numbers of **two (2)** persons who will provide a professional reference for you, and who are **NOT** related to you. For high school and college age applicants, this may include coaches, teachers, counselors, club sponsors, volunteer coordinators, etc.

Name	Street Address	City, State, Zip	Email	Telephone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SPECIAL SKILLS AND QUALIFICATIONS

For each area below use a scale of 1 to 5 (1 being low & 5 being high) to rate those skills you can lead or teach

- | | | | |
|------------------------|---------------------------|-----------------|------------------|
| ___ Computer Games | ___ Gymnastics | ___ Photography | ___ Singing |
| ___ Dance | ___ History | ___ Pottery | ___ Sketching |
| ___ Drama | ___ Nature Crafts | ___ Science | ___ Sports |
| ___ Ecology Activities | ___ Nature Identification | ___ Sculpting | ___ Technology |
| ___ Games | ___ Painting/Art | ___ Sewing | ___ Wood Working |

CERTIFICATIONS

Lifeguard or Swim Instructor: YES NO Expiration date: _____

Type of certification: ARC YMCA BSA Other _____

First Aid: YES NO Expiration date: _____

CPR: YES NO Expiration date: _____

MAT/EMAT (circle one): YES NO Expiration date: _____

Other certifications (please list & provide documentation) _____

EDUCATION

High School:

	9 10 11 12		
NAME OF HIGH SCHOOL	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY

College (or CDA if applicable), Graduate Work, Professional Training:

	1 2 3 4		
NAME OF INSTITUTION	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY

	1 2 3 4		
NAME OF INSTITUTION	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY

	1 2 3 4		
NAME OF INSTITUTION	YEARS COMPLETED	DIPLOMA/DEGREE	COURSE OF STUDY

EMPLOYMENT / PERSONAL EXPERIENCE

Please provide information on your past employment, camp experiences and/or personal experiences; start with your present or most recent experiences and attach a current resume if available. Please also include any job-related, volunteer activities you deem relevant. You may exclude organizations which indicate race, color, religion, gender, national origin, or other protected status.

EMPLOYER	DATES OF EMPLOYMENT

ADDRESS	TELEPHONE

JOB TITLE	SUPERVISOR'S NAME	HOURLY RATE: STARTING AND FINAL

DESCRIPTION OF WORK PERFORMED AND RESPONSIBILITIES

REASON FOR LEAVING

Club membership, volunteer work, specialized training, apprenticeship, camp experiences or activities; include name of organization and number of years: _____

Why do you wish to be a counselor and what do you feel you can contribute to our camp program? _____



APPLICANT'S STATEMENT

I hereby certify that all of the facts and information listed on this application are true and complete. I understand that any false, incomplete or misleading information given by me on this application may result in rejection of this application. Even after I am employed, any false information may lead to my immediate dismissal.

I hereby authorize The Learning Village School (LVS) to contact any references or other public sources to obtain personal background information regarding my suitability for employment at LVS.

I hereby release and forever discharge The Learning Village School, its agents and its employees, from any and all liability incurred by virtue of conducting a review of my personal background and employment history.

I understand that neither the policies, rules, and regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment agreement. Only the execution of a written document between The Learning Village School and the applicant constitutes a legal offer of employment. If hired, I understand that I am required to abide by all rules and regulations of the employer.

I am aware that the camp position requires mandatory attendance for training, room setup and room cleanup. Any exceptions need to be approved in advance by the director. Final paycheck will be issued after classroom is checked out satisfactorily at the end of camp.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days. If I wish to be considered for employment beyond this time period, I should inquire as to whether applications are being accepted at that time.

I have read and agree to the foregoing.

Applicant's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if under 18)

THE LEARNING VILLAGE CAMP SCHEDULE 2019



Last Name	First Name		
Street Address	City	State	Zip
Phone Number	Email Address	Position(s) Applied For	

Neither schedule nor classroom placement is guaranteed but preferences will be given whenever possible.
Please give honest responses to all questions and notify us as soon as possible of any changes.

Indicate schedule(s) preferred: (You can choose more than one)

<input type="checkbox"/> Full Time	<input type="checkbox"/> 7:00am (opening) - 8:30am	<input type="checkbox"/> 12:00pm - 4:00pm
<input type="checkbox"/> Part Time	<input type="checkbox"/> 8:30am - 12:00pm	<input type="checkbox"/> 12:00pm - 6:00pm (closing)
<input type="checkbox"/> Substitute		

Age group preference:

<input type="checkbox"/> 2 year olds	<input type="checkbox"/> 4 year olds	<input type="checkbox"/> 1st - 4th graders
<input type="checkbox"/> 3 year olds	<input type="checkbox"/> Rising Kindergarteners	

Position desired: (You can choose more than one)

<input type="checkbox"/> CIT - Counselor Intern in Training (13-15 yrs old)	<input type="checkbox"/> Bus driver (must be at least 25 years old)
<input type="checkbox"/> Junior Counselor (16-18 yrs old)	<input type="checkbox"/> Swim Instructor
<input type="checkbox"/> Senior Counselor (18 & up)	<input type="checkbox"/> Food Manager
<input type="checkbox"/> Lead Counselor (18 & up and a HS Graduate)	
<input type="checkbox"/> Specialist for Upper Camp	

Check weeks you are available to work:

<input type="checkbox"/> Session 1 June 10-June 14	<input type="checkbox"/> Getting Camp Supplies Out of Storage (June 6-June 7)
<input type="checkbox"/> Session 2 June 17-June 21	<input type="checkbox"/> Putting Camp Supplies Away & Cleaning (August 12-August 16)
<input type="checkbox"/> Session 3 June 24-June 28	
<input type="checkbox"/> Session 4 July 1-July 3 (closed July 4&5)	
<input type="checkbox"/> Session 5 July 8-July 12	<input type="checkbox"/> Summer Cool Down (August 12-August 16)
<input type="checkbox"/> Session 6 July 15- July 19	
<input type="checkbox"/> Session 7 July 22-July 26	
<input type="checkbox"/> Session 8 July 29-August 2	
<input type="checkbox"/> Session 9 August 5-August 9	

Vacation dates other than indicated above: (be very specific)

From Date: _____	Return Date: _____
From Date: _____	Return Date: _____

CAMP SHIRT SIZE- Adult sizes (circle one): XS S M L XL

I am aware that the camp position requires mandatory training (May 18 for ALL Camp Staff and ALL CITs, May 29 for NEW Camp Staff and ALL CITs, and June 5 for Camp Staff who do not work during the school year), room setup (June 6-7), and room cleanup (August 9). Any exceptions need to be approved in advance by the director.

If I am new to Learning Village Camp, I have also submitted a completed employment application. Employment forms can be found on our website www.learningvillageschool.com/careers. More information about summer camp can be found on our website www.learningvillageschool.com/summer-camp-program.

Applicant's Signature: _____ Date: _____