



# APPLICATION FOR EMPLOYMENT

Directions: Type or print in blue or black ink. Read the Code of Conduct, then sign and date page 2. Applications and questions can be sent to Kate Luethy (kahelm@hotmail.com).

**APPLICATIONS ARE DUE ON OR BEFORE APRIL 4, 2021.**

Date \_\_\_\_\_

## PERSONAL INFORMATION

Last	First	Date of Birth (MM/DD/YYYY)	
Address	City	State	Zip
Land Line	Cell Phone	E-Mail	

## POSITIONS APPLYING FOR

Please note your Job Application Priority next to each position; (1) Primary Job applying for, (2) Secondary choice if not selected for primary selection or (N/A) Not interested in this position.

- Executive Director (06/28 - 08/27)                       Assistant to Executive Director (06/28 - 08/27)  
 Little Kids Day Camp Director (06/28 - 08/27)                       Little Kids Day Camp Assistant Counselor (06/28 - 08/27)  
 Floater Position (06/28- 08/27)                       Hourly Summer Position (Apparel Assistance, etc.)

*Note: Applying for a position, even if not selected, may be a consideration in future hiring reviews*

## EMPLOYMENT INFORMATION

Are you employed at the present time? \_\_\_\_\_ If yes, please complete the information below

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you been with this employer? \_\_\_\_\_

## OTHER INFORMATION

- If offered a position, are you available from 06/28/21 thru 08/27/21? \_\_\_\_\_  
If not, when are you available to report to work? \_\_\_\_\_
- If hired can you show proof of your legal right to work in the U.S.?                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- Have you ever been dismissed, or asked to resign from any position?                      Yes \_\_\_\_\_                      No \_\_\_\_\_
- Have you ever been convicted of a felony, or a misdemeanor which resulted in imprisonment? A yes answer to the above question does not necessarily disqualify an applicant from employment.  
If yes to number 3 or 4, please explain: \_\_\_\_\_

## EDUCATION

Please list on the following lines all schools attended and any other pertinent information about your education.

School(s)	Major / Subjects Studied (if applicable)
High School	
College (Including dates attended)	

**EMPLOYMENT EXPERIENCE** (List most recent experience first)

Name & Address	Position(s) Held	Dates (Start - End)

**REFERENCES**

Name & Address (include City, State, Zip)	Phone Number	Relationship to Applicant

**Drakes Island Improvement Association Code of Conduct**

If I am employed, as a condition of employment, I agree to or acknowledge the following:

1. Assist both Directors in implementing programs and activities for campers.
2. Teach or demonstrate sports, games, arts & crafts, etc.
3. Help implement safety procedures during all activities and always be thinking "Safety First."
4. Make suggestions for activities or for improvements.
5. Attend training sessions if necessary.
6. Take all assignments seriously.
7. Wear appropriate clothing which also does not advertise tobacco/alcohol products while at day camp or the community house.
8. Follow the camp schedule at all times as outlined in the job description under which I am employed. Any deviation from the schedule must be approved first by the Executive Director and then by the President.
9. Alcohol, tobacco, and drugs are prohibited on DIIA grounds. Additionally, if I am under the age of 21, I will not consume alcohol on Drakes Island, and I will also abide by other State and/or Federal laws.
10. I will not use abusive language or profanity while in the employment of the DIIA and I will also act to deter or stop bullying or other inappropriate conduct whenever I see it.
11. I acknowledge that I am a mentor for young children who model their behavior after my behavior and actions. I will always show respect for other campers, camp staff, and DIIA property.

I understand and agree with the conditions above. I also understand that failure to comply may result in immediate dismissal from employment.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Please tell us why you are interested and well-suited for the position(s) for which you have applied:

*Please type or print neatly your response. If you need more space, you may attach additional page(s) to your application.*