



# 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 Molly Cullen (moconnell1213@gmail.com).

**APPLICATIONS ARE DUE ON OR BEFORE MARCH 23, 2026.**

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 position applying for, (2) secondary choice if not selected for primary selection or (N/A) Not interested in this position.

- \_\_\_ Executive Director of Camp
- \_\_\_ Director of Little Kids Camp
- \_\_\_ Camp Counselor
- \_\_\_ Ad hoc hours (apparel sale, etc.)
- \_\_\_ Kids Tennis Instructor (3 positions available)

## EMPLOYMENT INFORMATION

- Are you employed at the present time? \_\_\_ Yes \_\_\_ No
- If yes, please complete the information below:

Employer Name & Address:

\_\_\_\_\_

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

- Do you anticipate having other employment or commitments outside of Drakes Island during the Camp Season that could conflict with your DI responsibilities? \_\_\_ Yes \_\_\_ No

\*If Yes, please explain:

\_\_\_\_\_

## OTHER INFORMATION

- If offered any position are you available for the 2026 Camp Season from June 29, 2026 to August 14, 2026? \_\_\_\_
- If not, what date are you available to start work? \_\_\_\_\_

What date will you need to end work? \_\_\_\_\_

If no, can you explain what restrictions you have? \_\_\_\_\_

- If hired, can you show proof of your legal right to work in the U.S.? \_\_\_\_ Yes  
\_\_\_\_ No
- Have you ever been dismissed from or asked to leave a job? \_\_\_\_ Yes \_\_\_\_ No
- Have you ever been convicted of a felony or misdemeanor, which resulted in imprisonment? \_\_\_\_ Yes \_\_\_\_ No

If yes to 4 or 5, please explain:

\_\_\_\_\_  
\*A yes to 4 or 5 does not disqualify you from employment.

- For the Kids Tennis Instructor positions, you must be available to work Monday through Friday, from **11:30am to 2pm daily** during the Camp Season. Can you commit to this schedule?

\_\_\_\_ Yes \_\_\_\_ No

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

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

**REFERENCES (list at least 2)**

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

**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)	

**For All Applicants:**

1. *Please read and sign below.*
2. *Please use the last page of this Application to tell us why you are interested and well-suited for the position(s) for which you have applied.*

**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 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 at 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*

**For Tennis Director and Tennis Instructor Applicants Only:**

*If you have applied for a Tennis Director or Tennis Instructor position, please read and sign below.*

**DI Kids Tennis Program – Summer 2025**

The DIIA is committed to expanding its youth tennis program (“Tennis Program”). Daily tennis lessons will be taught by three (3) skilled tennis instructors (“Tennis Instructors”). The Tennis Instructors are responsible for running the tennis lessons Monday through Friday and for the overall management and execution of the Tennis Program.

- Lessons are 5 days a week, Monday through Friday, for ages 4-14, on the Drakes Island courts.
- Little kids tennis lessons for ages 4 to 7 run from 11:45am-12:30pm.
- Big kids tennis lessons for ages 8 to 14 run from 12:30pm-1:45pm.
- To allow for prep and clean up, the Tennis Instructors daily hours are **11:30am-2pm, Monday through Friday.**

The Tennis Instructors members should have the following qualifications:

- Intermediate to Advanced tennis skills and ability
- Membership on a high school tennis team or other competitive team or experience
- Knowledge of relevant, age-appropriate tennis drills and games
- Interest and desire to teach children of various ages and abilities the fundamentals, including lots of patience!
- Positive attitude and energy
- Ability to run lessons in a structured, engaging and fun format
- Commitment to the hours and schedule above

The Tennis Instructors are expected to be available to work the Tennis Program hours, daily Monday through Friday, from **11:30am-2pm** during the Camp Season. Additional attendance at tennis tournaments in July and August, as well as occasional evening/weekend tennis events may also be requested (3 days each month from 9am-2pm).

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

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

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

**For All Applicants:**

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

--> Type your response below....(use additional pages if needed).