



Dear Food Service Staff Applicant:

Hello! We are pleased that CYO Camp Rancho Framasa has caught your eye in your search for summer employment!

We are looking for high energy, positive individuals. If you are interested in working with us please print, complete, sign, and return the Food Service Staff application. Also, have the two attached reference forms completed by past or current employers, teachers, professional contacts or members of the clergy. Please do not submit references from co-workers, family members, family friends or friends. References of this type will not be considered and will slow down the hiring process. Please choose your references carefully. We are interested in hearing about you from people who know you well. Please read the reference form before you choose as this can be a guide for you to pick the best references.

We will be reviewing applications and references daily. We will contact you regarding the status of your application within a week of receiving it.

Please note the food service positions begin in late May (date to be announced) and ends August 6.

If you would like additional information please call 1-888-988-2839, x25 or e-mail at angi@campranchoframasa.org. We'd be happy to answer any question you might have.

Yours in the outdoors,

**Angi K Sullivan
Camp Co-Director**

**Ruth Voils
Food Service Manager**



EMPLOYMENT APPLICATION
2230 N. Clay Lick Road Nashville, IN 47448
888-988-2839, x25 phone 812-988-4842 fax
angi@campranchoframasa.org

Please print in ink.

Today's Date _____

- Please read the cover letter. Reference forms should be completed and sent to camp by your references. Returning Food Service Staff applicants do not need to provide references.
- Please use additional paper for any area needed. Please word process any additional pages.

NAME: _____
First Middle Last

HomeAddress _____
street address city state zip code

Home phone with area code: _____ Cell phone: _____

Which number is best to reach you? _____ Home _____ Cell E-mail: _____

I am applying for: _____ Head Cook _____ Food Service Assistant

EDUCATION: Complete all school and date information for each level and "check" your current status.

High School: School _____ Graduation Year _____

College Student: College/University _____ Major _____
Year in college _____ Expected Graduation Year _____

Vocation Student: Institution _____ Focus _____
Year _____ Expected Completion Date _____

Vocational/College graduate: College/University/Institution _____
Degree(s) _____ Graduation/Completion Year _____

EMPLOYMENT: Please list your most recent employment or volunteer position(s):

1. _____
employer dates employed supervisor
position held location phone or e-mail

May we contact this employer? _____ yes _____ no. If not, why? _____

2. _____
employer dates employed supervisor
position held location phone or e-mail

May we contact this employer? _____ yes _____ no. If not, why? _____

SHORT ANSWER:

Why would you like to work at CYO Camp? _____

Please list any additional experience you have that may apply to the position you are seeking. _____

An application form cannot always tell your “whole story”. Please write something about yourself that would let an interviewer know you better. _____

BACKGROUND:

- o Are you legally able to work in the United States? YES NO
- o Do you have a valid driver’s license? YES NO
- o Have you ever been convicted of a crime? YES NO
- o (If yes, explain on a separate piece of paper. Conviction will not automatically preclude employment.)
- o Have you ever been accused and/or involved in an incident involving sexual or physical abuse of a child? (If yes, explain on a separate piece of paper.) YES NO

- o Have you ever been employed by the Archdiocese, any Catholic parish, school, camp, or any other Catholic agency? (If yes, list positions and dates of employment.) YES NO

- o _____
- o How did you find out about this position? _____
- o Have you attended a Virtus training _____ yes _____ no

In order to safeguard the well-being of our participants CYO Camp Rancho Framasa will investigate the accuracy of all information provided during the application process. This investigation may include, but is not limited to, reference checks with past employers, the military, educational institutions volunteer organizations, civic groups, and law enforcement agencies. As an applicant submitting this form, you consent to an Archdiocesan conducted background check (see below).

It is important for all potential staff members to read and understand the following. It is specific to CYO Camp Rancho Framasa. As a staff member you would be required to adhere to the guidelines & policies described below, those in our staff handbook and those conveyed during staff training.

Please note the following before submitting your application as these items are non-negotiable for CYO Camp Rancho Framasa staff members.

- o Smoking is permitted on a limited basis. There is a private area & limited time for smoking. Those under 18 are not permitted to smoke at camp.
- o The illegal use of any controlled substance is prohibited while employed by CYO Camp Rancho Framasa. Underage drinking is prohibited. Staff members 21 years of age and older are expected to drink alcohol responsibly, keeping within the legal limits. During the summer season alcoholic beverages may not be brought onto camp property, and summer staff members are not permitted to return to camp under the influence. Possession or use of alcoholic beverages at camp/during camp activities and/or illegal use of alcohol at any time during the employment is grounds for dismissal.

- o Although CYO Camp Rancho Framasa has strong faith programming that is based on the Catholic faith, staff do not have to be Catholic to work at CYO Camp Rancho Framasa. Camp is a faith filled place and staff should be comfortable working in a faith filled environment.
- o All staff members MUST attend staff training that is pertinent to their position (dates will be provided in interviews).
- o Gossip and negativity among the staff community are not tolerated and are grounds for dismissal.
- o Physical abuse, verbal abuse, sexual abuse or harassment of participants and/or staff is prohibited and will result in dismissal.

Is there anything that would prohibit you from complying with this lifestyle and these policies? _____yes _____no
 If you checked yes or require adaptations to perform duties related to the job you are seeking, please describe:

I state and affirm that I am not currently under employment contract or other agreement that would interfere with my ability to perform as an employee of the Archdiocese of Indianapolis or any of its agencies. No person, partnership or corporation has a contractual right under any employment contract or other agreement to bring any action against me in the event I accept employment with the Archdiocese of Indianapolis or any of its agencies. I understand that any employment offer is contingent on my meeting the eligibility requirements of the Immigration Reform & Control Act of 1986. I understand that, if employed, this application does not constitute any employment contract and that either I or my employer may terminate any such employment at any time, without notice or cause, notwithstanding any oral or written statements by either party unless set out in writing, dated, and executed by both me and an authorized representative of my employer. I further understand that my employer may, at its discretion, modify, amend, or terminate present or future policies or practices relating to wages, hours, benefits, or other terms and conditions of employment. The information contained in this application is true and correct to the best of my knowledge. I understand that any falsification of this information will result in my discharge should I be employed by the Archdiocese of Indianapolis. I further authorize you and any interested party to verify any information I have provided in this application. This information may include present and former employers, educational institutions and other sources. I also authorize my present and previous employers or fellow employees, educational institutions and any other persons to furnish any information concerning my personal character, habits, or employment records to you and hereby release all such persons from any liability and release CYO Camp Rancho Framasa from having to share referral information with me.

Signature: _____ **Date:** _____



Please return the completed application and background check form to:
Angi Sullivan
2230 N Clay Lick Road
Nashville, IN 47448
or fax: 812-9884842

**BACKGROUND CHECK
APPLICANT DISCLOSURE AND RELEASE
FOR CONSUMER AND INVESTIGATIVE CONSUMER REPORTS**

Purpose of Background Checks

As a church we value the safety of children in our care, our employees, and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, it is the policy of the Archdiocese to conduct background checks on people we intend to hire. A background check refers to a review of police records to determine if there is a history of criminal activity. A conviction of a crime does not automatically preclude employment, and individual circumstances will be considered. In addition, driving records will be checked for anyone who drives as part of the job responsibilities and credit rating will be reviewed for anyone with access to funds of over \$1,000. **Your offer of employment is contingent on the results of the background check.**

In connection with my application for employment or volunteer service with Archdiocese of Indianapolis, I understand that a consumer report and/or investigative consumer report, as defined by the Fair Credit Reporting Act (FCRA), may be obtained from BARADA ASSOCIATES INC., its agents or employees, and I authorize all corporations, employers, co-workers, references, credit reporting agencies, educational institutions, licensing bodies, courts, law enforcement agencies, governmental agencies or departments, and military services to provide information about my background, including but not limited to driving records, court records, credit report, academic records, professional license record and employment related information or records. I agree to release the Archdiocese of Indianapolis and Barada Associates from any liability for collecting that information.

I understand that an investigative consumer report is a special type of consumer report that is obtained through interviews and may contain information about my character, general reputation, personal characteristics, and/or mode of living. Upon my written request within a reasonable period of time, a complete disclosure of the nature and scope of that investigation will be made to me in writing within five days of the date on which the request was received.

I further authorize Archdiocese of Indianapolis, if I am hired or accepted, to request a consumer report and/or investigative consumer report about me, at any time during the course of my employment or service to the extent allowed by law. I agree that this Disclosure and Release will be valid, now or in the future, in original, faxed, copied or electronic form.

I understand that my date of birth will be used solely for identification purposes.

First Name _____ Full Middle _____ Last _____

Any other name(s) used _____

Social Security # _____ Date of Birth _____ Position Applied For Food Service Staff

Present Address _____

City/State/Zip/County _____

Telephone Number(s) _____

Previous Cities/States of Residence During Last 7 Years _____

Driver's License # _____ State of Issuance _____

Applicant Signature _____ Date _____

Office use only: _____ Basic Arch _____ Driving _____ Credit _____ Other (list)



Reference Form

CYO Camp Rancho Framasa

Dear Reference Provider,

Greetings from CYO Camp! Congratulations—you have been listed as a reference for an applicant for CYO Camp Rancho Framasa applicant.

Please review the questions carefully and answer to the best of your knowledge. You may use additional paper if the space provided is not adequate.

Please Print:

Applicant Name _____

Your Name _____

Your Position or Title (if applicable) _____

How long have you known this applicant? _____

In what capacity have you known this applicant? _____

May I contact you for further comments? _____

If yes, please provide a phone number and e-mail: _____

Please sign here _____ Date: _____

1 We hire staff members who are of high moral character. We expect staff members to be “on” during work hours. Staff members must be positive with participants, with each other and with supervisors within camp and away from camp during “time-off.” Please provide an example of this applicant’s ability to put into action his or her high moral character with this context.

2. Personal conflict can be a part of camp job. At times staff members struggle with personality clashes, difficult participants, disagreement with staff policies, etc. How does this applicant approach conflict in his or her daily life?

3. Please describe this applicant's personality...

4. "People Skills" are important; please describe skills this applicant has related to working with others.

5. Do you consider this applicant a leader? Why or why not?

6. Does this applicant have the basic skills for employment: punctual, efficient, organized, articulate, shows initiative?
Please comment on at least 2 from the list.

Thanks for giving such an open and honest reference! Information from what you have provided will be shared with the applicant unless you request otherwise.

Please initials here _____ if you would like this reference to remain private.

PLEASE FAX or MAIL TO:

CYO Camp Rancho Framasa-- c/o Angi Sullivan--
2230 N Clay Lick Road, Nashville, IN 47448
82-988-4842 (fax)

Questions? contact Angi Sullivan at 1-888-988-2839, x25 or angi@campranchoframasa.org