

# Arrowhead Camp

## STAFF APPLICATION FORM 2012



Dear staff applicant,

It is that time of year again when we begin to get the ball rolling towards putting together our staff team for this upcoming summer. This summer is shaping up to be another exciting one at Arrowhead Camp. It is our 40<sup>th</sup> year of operation and Mike, Becca and I are working towards making it the best one yet.

Enclosed you will find the staff application form for 2012. Please take the time to complete it in its entirety and return it to camp by December 15<sup>th</sup> 2011. As of this date we will be starting to place applicants in specific summer positions and we will be sending out letters of offer to the successful applicants.

Please note that the contract length is for **9 Weeks**.

We are limited as to the number of staff we can accommodate each year and great consideration is taken into choosing the staff team for the summer. Consideration is given to the applicant's history in and out of camp, personal profile, experience and internal & external evaluations.

If you have any specific questions about your potential role at camp for this summer please contact camp prior to the December 15<sup>th</sup> deadline. We look forward to receiving your application form.

Sincerely,

Patrick Birnie  
Director

Mike Hinchley  
Assistant Director

Rebecca Birnie  
Office & Administration

**Camp Address: 1111 Ronville Rd RR#1 ❖ Dwight, Ontario ❖ P0A 1H0**  
**Phone: (705) 635.1600 Fax: (705) 635.1630 email: [camp@arrowhead.on.ca](mailto:camp@arrowhead.on.ca)**

# Arrowhead Camp



## STAFF APPLICATION FORM 2012

**Contract Length June 24-August 26 2012**

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City Province Postal Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Health Card Number: \_\_\_\_\_ Social Insurance Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

Birth Date day/month/year \_\_\_\_\_ Do you have a valid boater's license? (Please attach photocopy)  YES  NO

Do you hold a current Bronze Medallion, Cross or NLS ? (Please attach a photocopy) YES  NO  Lifesaving Society Membership Number# \_\_\_\_\_

Do you hold a current Lifesaving Society Standard 1<sup>st</sup> Aid & CPR C or equivalent? (Please attach a photocopy) YES  NO  If Yes, please list with what organization and date of expiry (must be valid for the entire duration of the summer) \_\_\_\_\_

### Education

High School: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  If no, current Grade: \_\_\_\_\_

College or University: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  If no, current year and degree program: \_\_\_\_\_

### Previous Employment

#### REFERENCE #1

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**REFERENCE #2**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**REFERENCE #3**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Activity Selection**

Position & minimum certification required – all staff require Life Saving Society 1 <sup>st</sup> aid & CPR C certification – or equivalent.	I am interested in teaching this activity	I have no certification but I am willing to learn	I have no certification but I will before June 1 <sup>st</sup>	I have certification (please attach photocopy)	I am NOT interested in teaching this activity
SWIMMING (NLS & Lifesaving or Red Cross Instructors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAILING (Bronze Cross & Boat Operators Card)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CANOEING/KAYAKING (Bronze Cross)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LANDSPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TENNIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARCHERY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ARTS & CRAFTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NATURE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOUNTAIN BIKING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POWER SPORTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATERSKIING & WAKEBOARDING (Bronze Cross, Boat Operators Car & Completion of Ski Course Training )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAY CAMP STAFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
THEATRE ARTS (DRAMA, DANCE ETC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MUSIC PROGRAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIDEOGRAPHY & PHOTOGRAPHY

STAFF FLOATER

**FOR 2<sup>ND</sup> YEAR + STAFF OR 18 YEARS OF AGE OR OLDER**

*Please check those positions that interest you.*

WATERFRONT DIRECTOR	<input type="checkbox"/>	LIT DIRECTOR	<input type="checkbox"/>	MOUNTAIN BIKE DIRECTOR	<input type="checkbox"/>
ASSISTANT WATERFRONT DIRECTOR	<input type="checkbox"/>	SAILING DIRECTOR	<input type="checkbox"/>	SPORTS DIRECTOR	<input type="checkbox"/>
SKI DIRECTOR	<input type="checkbox"/>	CANOEING DIRECTOR	<input type="checkbox"/>	DAY CAMP DIRECTOR	<input type="checkbox"/>
ASSISTANT SKI DIRECTOR	<input type="checkbox"/>	NATURE/CRAFTS DIRECTOR	<input type="checkbox"/>	BOYS' CAMP DIRECTOR	<input type="checkbox"/>
THEATER ARTS DIRECTOR	<input type="checkbox"/>	GIRLS' CAMP DIRECTOR	<input type="checkbox"/>	Other:	
CANOE TRIPPING	<input type="checkbox"/>	ADMINISTRATIVE SUPPORT	<input type="checkbox"/>		

Please explain which activity you would prefer to instruct and why:

**FOR STAFF WHO ARE IN UNIVERSITY/COLLEGE OR FINISHED HIGH SCHOOL IN THE SPRING:**

Each spring Camp has staff arrive early to help set-up camp for the summer and to help run school groups in June. If you are available and interested in working at camp in the spring please complete this section.

I am interested in Spring Work:  I am available starting this Date:

I am not available for the whole spring but these are the dates I could be at camp:

I am not available to work at camp this summer but I am interested in working at camp in the spring:

### Personal Profile

Please use this space to highlight any additional material not covered in the application up to this point. For example: Have you won any awards? Do you have any special certificates or achievements? What makes your application different?

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand the dates of employment and I am available for the entire duration of the summer program at Camp. In addition I understand that it will be required, if employment is offered, to submit a police check to Arrowhead Camp along with the signed contract.*

Signature:		Date:	
Print Name:			
Signature of Parent or Guardian if applicant is under 18		Date:	
Print Name			

# ARROWHEAD CAMP

## PAYMENT SCHEDULE 2012

Please note that **all** staff salaries are based upon years of experience at Camp and adhere to the payment schedule below. New staff to Arrowhead Camp that have experience working at an accredited OCA Camp, are counted as 'experienced' staff and are paid according to the schedule.

Note: All salaries are based on a full NINE weeks of employment (which includes Staff Training Periods and all FIVE camp Sessions) and any deviation from that term will be adjusted accordingly.

1 <sup>st</sup> Year Staff	2 <sup>nd</sup> Year Staff	3 <sup>rd</sup> Year Staff	4 <sup>th</sup> Year Staff
\$1000	\$2000	\$2600	\$3200

All staff qualify for a **\$100** bonus if they hold a **current** NLS and provide proof prior to arriving at Camp. Power Sports staff receive **\$100** bonus for the successful completion of the mandatory Instructors Course.

Staff that are available for spring work receive their base summer salary plus:

1 <sup>st</sup> Year on Spring	2 <sup>nd</sup> Year on Spring	3 <sup>rd</sup> Year on Spring
\$275 Per Week	\$300 Per Week	\$325 Per Week