



HNC Outdoor Education Application

(Pre - Employment Questionnaire)

(Please type or print)

Date of Application _____

Name _____ Social Security Number _____

Permanent Address _____
Street & Number City State Zip

Phone _____ Cell _____ E-Mail _____

School or Business Address _____
Street & Number City State Zip

Phone _____ Fax _____ E-Mail _____

Dates available from _____ to _____ Are you 18 years or older Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes _____ No _____

Past Work History Provide a full record of all employment – paid and volunteer – and explain any gaps in employment.

Dates	Employer/Supervisor	Address & Phone	Nature of work	Reason For Leaving

Indicate any employer you do not wish us to contact, and then the reason _____

References Give names and addresses of three persons {not relatives} having knowledge of your character, experience, work habits, and ability.

Name	Address & City	Phone

Education High School and Beyond

Years	School	Major Subjects	Degree Granted

Write a brief biographical sketch, including specialized training in camping, working with children, and experience or training on other fields which might have a bearing on the position (s) for which you are applying.

US Military or Naval Service	Rank	Present Membership in National Guard or Reserves
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What contributions do you think you can make in our program?

What contributions do you think a well-run camp can make to children?

Program Skills In the following list put a “T” before those activities you can organize and teach as an expert, and an “A” for those activities in which you can assist. Put a “C” after those in which you have current certification and attach a copy of your certification.

Adventure/Challenge

- _____ challenge/ropes course
- _____ climbing
- _____ low ropes

Arts/Crafts

- _____ drawing/painting
- _____ other

Nature

- _____ animals/animal care
- _____ forestry
- _____ mammals
- _____ reptiles
- _____ nature hikes
- _____ rocks/minerals
- _____ pond study
- _____ environmental studies
- _____ flowers
- _____ _____
- _____ _____

Dance

- _____ _____
- _____ _____

Drama

- _____ clowning
- _____ theater
- _____ skits

Music

- _____ singing
- _____ instrument (list)
- _____ _____
- _____ _____

Miscellaneous

- _____ storytelling
- _____ team building
- _____ history
- _____ _____
- _____ _____

Waterfront Activities

- _____ canoeing
- _____ swimming
- _____ kayaking

Activities

- _____ archery
- _____ fishing
- _____ orienteering
- _____ sports
- _____ hayride

Certifications and support skills In the following list, please check those items in which you have experience and skills. Mark with a “C” those for which you hold current certification and attach a copy of your certification.

Business/Administration

- _____ bookkeeping
- _____ computer
- _____ computer/technical
- _____ _____

Health/Safety

- _____ CPR
- _____ first aid
- _____ lifeguard
- _____ nursing

Maintenance

- _____ auto mechanics
- _____ carpentry
- _____ electrical
- _____ plumbing

Food Service

- _____ Cook
- _____ menu
- _____ _____
- _____ _____

Criminal Record Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe.

Yes or No Explain _____

Harassment The HNC policy is to prohibit all forms of harassment by our employees. This includes sexual, racial, religious, and other forms of harassment. Have you ever been accused of harassment of any person including, but not limited to, workplace harassment? (Note: a prior accusation or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.)

Yes

No

I authorize investigation of all statements herein, including any check of criminal records, and release the HNC and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law, which alters that status. Furthermore, I understand that any agreement must be in writing and signed by my assigned supervisor. I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the HNC rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may change, with or without cause and without notice, at any time by the HNC.

Date: _____

Signature _____

Please do not write below this box

Interviewed by _____ Date _____

Remarks:

Can you work from 8-5 _____ Weekends _____ Nights _____

Neatness _____ Ability _____

Hires: Yes No _____ Position _____ Dept. _____

Salary/Wage _____ Date reporting to work _____

Approved: 1. _____ 2. _____ 3. _____