

# CAMP BLODGETT



## ADMINISTRATIVE STAFF APPLICATION

*Staff Use Only*  
 Staff Decision:  
 Date of Acceptance:  
 Position Assigned:

### APPLICANT INFORMATION

Last Name:		First:	Middle:
Street Address:		Apt. Number (if applicable)	Phone number(s) ( ) ( )
City:	State:	ZIP Code:	
Email Address:			
Have you lived anywhere else in the last 3 years? If so, where?			
Are you 18 Years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you fluently bi-lingual in Spanish and English? <input type="checkbox"/> Yes <input type="checkbox"/> No			

### EDUCATION

Please list the education and training that you are currently involved in or have participated in the past

<p><b>Name &amp; Location of High School(s) Attended:</b></p>  <p>Did you graduate from High School? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Name &amp; Location of College or Post-Secondary Education/ Training:</b></p>  <p>Have you graduated from College/ Professional Training? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Major/ Program of Study:</p>
<p><b>List other Applicable Training:</b></p>  

**OVER, PLEASE**

## EMPLOYMENT QUESTIONS

Please answer questions below in all honesty, and to the best of your current knowledge

How did you hear about Camp Blodgett?

List any current or past staff members that you know:

This part-time position will require work at 20 hours per week and will require all-day work on Mondays and Fridays during the months of June and July . Will this schedule work for you?

Yes     No

Do you have any physical or mental conditions, illnesses or disabilities which would prevent or limit your performance of duties in the type of work for which you are applying? If Yes, please explain  Yes     No

Would you be willing to take a drug or alcohol test at any time to determine or exclude the presence of drugs or other illegal substances?

Yes     No

If yes, do you understand that decisions concerning your employment will be made as a result of any chemical analysis?

Yes     No

Have you ever been convicted of a felony?  Yes     No

If yes, please explain:

**Please be aware that all Camp Blodgett staff will undergo a criminal background check and a Central Registry Clearance (child abuse/ neglect) before being offered a position.**

## EMPLOYMENT/ VOLUNTEER EXPERIENCE

Beginning with your most recent position, list all of your prior work experience.  
Be sure to list all those who have supervised you in any way.

**In addition to this listing, we would also appreciate if you would provide us with your resume**

Position:	Name & Address of Business:	Dates of Employment:	Phone:	Name of Supervisor(s):
Position:	Name & Address of Business:	Dates of Employment:	Phone:	Name of Supervisor(s):
Position:	Name & Address of Business:	Dates of Employment:	Phone:	Name of Supervisor(s):
Position:	Name & Address of Business:	Dates of Employment:	Phone:	Name of Supervisor(s):

## REFERENCES

Please list three character or employment references and their relationship to you. Please avoid using relatives or close personal friends.

Name:	Relationship to You:	Email Address:	Phone:
Name:	Relationship to You:	Email Address:	Phone:
Name:	Relationship to You:	Email Address:	Phone:

**WRITTEN QUESTION & ANSWER**

*Please use a separate sheet of paper for these answers. Typed answers are appreciated!*

- 1. Tell about your previous employment experiences in administrative/clerical roles. Highlight an accomplishment that you are particularly proud of in an administrative role.
- 2. When you think about working in a camp & youth program setting, what is it that you most look forward to? Do you think you would excel in this setting? Why or why not?

**Please answer the following questions in Spanish:**

- 4. Camp Blodgett is a camp that provides children from all of Kent & Ottawa counties with a high-quality camp and youth program experience, accessible to all, financially and otherwise. Our program participants come from a diversity of economic, cultural and ethnic backgrounds and range in age from 8-17. What interests you about working in an environment that supports programs for West Michigan youth?
- 5. This position requires high level organization and technology skills. Explain your organizational style as well as your experience working with technology such as computer programs, databases, social media.

**SIGNATURE**

I hereby attest that the statements made within this application and its accompanying documents are true and complete. I understand that, if asked to take a position, falsified statements on this application can be grounds for dismissal.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THANK YOU!**

**Please return this form to:**

Andrea Robinson  
Camp Blodgett  
528 Bridge St NW, Suite 6  
Grand Rapids, MI 49504

Or scan & email to [arobinson@campblodgett.org](mailto:arobinson@campblodgett.org) or fax to (616) 245-7394