

# CAMP LARC

314 Main St.  
Torrington, CT 06790  
860-482-9364  
[www.litchfieldarc.org](http://www.litchfieldarc.org)

## APPLICATION PROCESS

If you are interested in a summer day camp counselor position to assist children with special needs please fill out the attached application and **return to: CAMP LARC**

**314 Main St., Torrington, CT 06790.** You will also find attached three reference forms that need to be filled out by individuals that you have worked for, a teacher, church personnel, etc. The reference can not be used if filled out by relatives or friends. All references should **be mailed directly to Camp LARC, 314 Main St., Torrington, CT 06790.**

After applications are received at LARC they are review and if they have the qualification we are looking for you will be called in for an interview. Please do not call LARC. Remember if you have the qualification and skills we are looking for you will receive a call from us.

Thank you for your interest in Camp LARC.

**CAMP LARC**  
**314 Main Street**  
**Torrington, CT 06790**  
**(860) 482-9364**

**STAFF APPLICATION**

Name: \_\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College/Alternate Address \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ College/Alt Phone ( ) \_\_\_\_\_

Age: (Some positions at Camp LARC have minimum age requirements)  
\_\_\_\_ over 16 \_\_\_\_ over 18 \_\_\_\_ Over 21 (Requirements are listed in a detailed job description which will be provided upon request).

**EDUCATION:**

High School \_\_\_\_\_ Years Completed 1 2 3 4  
College \_\_\_\_\_ Years Completed 1 2 3 4 Other: \_\_\_\_\_

**EMPLOYMENT:** (List most recent first)

1. Company Name: \_\_\_\_\_ Telephone ( ) \_\_\_\_ - \_\_\_\_ Dates of Employment \_\_\_\_\_

Address: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Telephone ( ) \_\_\_\_ - \_\_\_\_ Dates of Employment \_\_\_\_\_

Address: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

3. Company Name: \_\_\_\_\_ Telephone ( ) \_\_\_\_ - \_\_\_\_ Dates of Employment \_\_\_\_\_

Address: \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

May we contact your previous employers? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no please explain reason and which employers not to contact: \_\_\_\_\_

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**Please return this application to Camp LARC, 314 Main Street, Torrington, CT 06790. This application does not obligate you to work at Camp LARC in 2009.**

**SKILLS AND INTERESTS:**

Place a (1) next to activities you can teach. Place a (2) next to activities you can assist with. Place a (3) next to activities of interest.

- |                    |                         |                        |                     |
|--------------------|-------------------------|------------------------|---------------------|
| _____ Archery      | _____ Canoeing          | _____ Swimming         | _____ Painting      |
| _____ Basketball   | _____ Rowing            | _____ Water Games      | _____ Pottery       |
| _____ Soccer       | _____ Fishing           | _____ Snorkeling       | _____ Weaving       |
| _____ Baseball     | _____ Hiking            | _____ Water Safety     | _____ Camp Crafts   |
| _____ Volleyball   | _____ Nature            | _____ Lifeguarding     | _____ Drawing       |
| _____ Field Sports | _____ Cycling           | _____ First Aid/CPR    | _____ Photography   |
| _____ Newspaper    | _____ Computers         | _____ Dance            | _____ Rock Climbing |
| _____ Caving       | _____ Group Initiatives | _____ Trust Activities | _____ Other         |

Please list your top three choices of camper groups you wish to work with:

- |   |  |
|---|--|
| _____ 4 & 5 year olds                         | _____ 5 <sup>th</sup> & 6 <sup>th</sup> grade    |
| _____ 1 <sup>st</sup> & 2 <sup>nd</sup> grade | _____ 7 <sup>th</sup> thru 9 <sup>th</sup> grade |
| _____ 3 <sup>rd</sup> & 4 <sup>th</sup> grade | _____ CIT 15-21 yrs. old                         |
|   | _____ Children with special needs                |

Dates available to work: From \_\_\_\_\_ to \_\_\_\_\_.

Relevant Certifications (lifeguarding, boating, archery, First Aid/CPR, etc.)  
\_\_\_\_\_

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**Personal References**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_



## Reference Form For Camp Staff

Dear Sir or Madam:

Your name has been given as a reference by the above named person who has applied for a summer position at Camp LARC. We would appreciate your most candid opinion, since we are interested in hiring only those with proven abilities, emotional maturity, sound character, and positive attitudes. Please be aware that each staff member will work with children on a daily basis and work with 30 or more other staff members for the entire summer.

Name of Applicant: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Please consider the questions carefully and remember that an accurate rating, according to your experience with the person is more important to the applicant and more helpful to us than one which is so outstanding that the person may not be able to live up to it. We need individuals with much interest, enthusiasm, stamina, and dedication to serving others.

Since this reference form will have a direct bearing upon the selection of candidates, **Please return it promptly**. Thank you for your time and concern for helping this job applicant and Camp LARC to better serve youth.

Thank You,

\_\_\_\_\_  
Camp Director

1. How long have you known the applicant?
2. In what capacity have you been associated with the applicant? (If an employer, please indicate the position the applicant held).
3. What would you say are this person's strongest points?
4. What, if any reservations do you have about this person being employed in a child care setting?
5. Are you aware of any circumstances in the applicant's background that would make this person unsuitable for working with children? (i.e. accusations of child abuse, criminal convictions, personality issues). If yes, please explain.

6. If you have children, would you be willing to leave them under the applicant's care? Why or why not?
  
7. From your knowledge how well does the applicant relate to children?
  
8. Characteristics. After careful consideration of the listed characteristics, mark the appropriate box in the column that corresponds to the applicant's own qualities.

	Below Average	Average	Above Average	Excellent	No Observation
Displays pride in appearance					
Displays enthusiasm					
Is Resourceful					
Displays mature judgment					
Has respect & confidence of co-workers					
Shows initiative					
Displays concern for others					
Accepts suggestions and criticism					
Thinks and acts independently					
Relates to children					
Exhibits sense of humor					
Ability to live in a group setting					
Flexibility					
Organizational Skills					
Responsibility					

Additional Comments:

Your Name: \_\_\_\_\_

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

Position: \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Work Telephone ( ) \_\_\_\_\_

**Please return completed form to:**

**CAMP LARC  
C/o LARC Inc., 314 Main St, Torrington, CT 06790**