



Return to:
 K.E.E.P., Inc.
 11 Park Lake Road
 Sparta, NJ 07871
www.keepkids.org
 973-383-2213

(Please type or print.)

Date of Application: _____

Name _____ Social Security No. _____

Permanent Address _____
Street & Number City State Zip

Phone _____ E-mail _____
Area & Number

Cell Phone _____

Dates Available: From _____ To _____ Hours Available _____

What type of position are you applying for _____ Hourly Wage Desired _____

Do you meet or exceed any minimum age requirements for that position? Don't know minimum age Yes No

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation? Yes No

Past Work History Provide a full record of all employment – paid and volunteer – and explain any gaps in employment. Include any positions on camp staff. Use a separate sheet if necessary.

Dates	Employer/Supervisor	Address & Phone	Nature of Work	Reason for Leaving

Indicate any employer you **do not** wish us to contact, and 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

Child Care Experience [Professional and/or Volunteer]

Dates	Name	Location	Phone

Education [High School and Beyond]

Years	School	Major Subjects	Degree Granted

Activity 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 "C" *after* those in which you have a *current* certification and attach a copy of your certification.

Adventure/Challenge
 challenge/ropes course
 climbing/rappelling
 spelunking/caving

Arts/Crafts
 ceramics
 drawing/painting
 leather craft
 metal work
 photography
 woodworking

Campcraft/Pioneering
 backpacking
 campcraft
 hiking
 orienteering
 outdoor cooking
 outdoor living skills
 overnights
 wilderness trips

Dance (list)

Drama
 clowning
 theater

Music
 singing
 instrument (list)

Nature
 animals/animal care
 astronomy
 birds
 environmental studies
 flowers
 forestry
 insects
 rocks/minerals
 weather

Sports/Fitness
 aerobics/exercise
 archery
 baseball/softball
 basketball
 bicycling/biking
 boxing
 fencing
 fishing
 football
 golf
 gymnastics
 hockey (ice/inline)
 horseback riding (English)
 horseback riding (Western)
 informal games
 martial arts
 riflery
 skating (ice, roller, in-line)
 soccer
 snow sports (list)

 tennis
 track/field
 volleyball
 wrestling

Waterfront Activities
 board sailing/wind surfing
 canoeing
 diving
 kayaking
 rafting
 rowing
 sailing
 SCUBA
 swimming
 synchronized swimming
 water skiing

Miscellaneous
 academics
 aviation
 community service
 farming/ranching/gardening
 foreign language
 leadership development/CIT
 radio/TV/video
 storytelling
 team building
 worship services/religious studies

Certifications and Support Staff Skills In the following list, please check those items in which you have experience and skills. Mark a "C" those for which you hold current certification and attach a copy of your certification.

Business/Administration

____ bookkeeping/accounting
 ____ computer/technical
 ____ computer/software (list)

Health/Safety

____ CPR
 ____ first aid
 ____ lifeguard
 ____ nursing

Maintenance

____ auto mechanics
 ____ carpentry
 ____ electrical
 ____ plumbing

Food Service

____ cooking/meal preparation
 ____ Food Handler's Permit/ Certification
 ____ menu planning
 ____ purchasing
 ____ sanitation

Do you have a valid driver's license? Yes No State _____ Drivers License # _____

Are you available to travel to different locations? Yes No

What contributions do you think you can make at K.E.E.P.? _____

What contributions do you think a well-run child-development program can make to a child? _____

Harassment The organization's 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 is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by the organization before any decision is made.)

Yes No

Explain _____

Criminal Record

1. Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the organization before any decision is made.)

Yes No

Explain _____

I authorize investigation of all statements herein, including any checks of criminal records, and release K.E.E.P., Inc. and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by the K.E.E.P., Inc.

Signature _____

Date: _____