

Holiday Lake 4-H Educational Center 2012 Teen Apprentice



Application Packet

HOLIDAY LAKE 4-H EDUCATIONAL CENTER

Teen Apprentice Program Application

Deadline for Submission: May 1, 2012

NAME: _____ PHONE#: (____) _____

PERMANENT ADDRESS: _____

CITY _____ STATE _____ ZIP _____

E-mail address _____

Camp experience, whether as Teen Leader or camper:

Date	Camp Name	Address of camp	Camper or Teen

What is your expected date of graduation? _____

Will you be attending college in the Fall of 2011 _____? If so, where _____?

What experience or other training do you have that would be useful in your working at Holiday Lake 4-H Educational Center as a TAP?

REFERENCES: Give information on three people (not relatives) who have knowledge of your character, experience, and abilities.

Name	Address	Phone #

In the following list, place 1 for “expert”, 2 for “can assist”, 3 for “interested but not knowledgeable”, and 4 for “have no interest”.

<u>ARTS AND CRAFTS</u>	*****
Model rocketry	
Nature crafts	
<u>OUTDOOR LIVING SKILLS & ADVENTURE</u>	*****
Ropes course	
Camping	
Orienteering	
Rappelling	
Outdoor cooking	
<u>THEATRICAL ARTS</u>	*****
Impromptu	
Directing	
Skits	
Dancing	

<u>MUSIC</u>	*****
Song leading	
Systems set-up	
<u>NATURE</u>	*****
Water ecology	
Wildlife	
Astronomy	
Forestry	
Weather	
Entomology	
<u>SPORTS</u>	*****
Archery	
Softball	
Basketball	
Volleyball	

Fishing	
Ping Pong	
Riflery	
Tennis	
<u>WATERFRONT</u>	*****
Canoeing	
Swimming	
<u>MISCELLANEOUS</u>	*****
Campfire Programs	
Story telling	
<u>LIVESTOCK</u>	*****
pigs	
Cattle	
sheep	
poultry	

When would you be available to come to Holiday Lake 4-H Educational Center for an interview?

Why do you want to be involved in the TAP program?

Signature: _____

Date: _____

Please return to: Heather Christian, Program Director, Holiday Lake 4-H Educational Center, 1267 4-H Camp Road, Appomattox, VA 24522. If you have questions, please call (434) 248-5444

Holiday Lake 4-H Educational Center is dedicated to serve all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation. An equal opportunity/affirmative action employer. Individuals with disabilities desiring accommodations in the application process should notify Heather Christian, Program Director at (434) 248-5444 during office hours of 8:00 am to 4:30 PM by the application deadline.

HOLIDAY LAKE 4-H EDUCATIONAL CENTER



TEEN APPRENTICE REFERENCE FORM



TO: _____ (Name of Reference)

FROM: Heather Christian, Program Director

SUBJECT: Holiday Lake 4H Center Summer Program Staff

_____ (Applicant's name) has applied for a position at Holiday Lake 4-H Educational Center as a summer staff member with the Virginia Cooperative Extension Service and has given your name as a reference. We would appreciate your prompt response to the questions below.

Please return this confidential reference directly to:

Heather Christian, Program Director
Holiday Lake 4-H Center
1267 4-H Camp Rd.
Appomattox, VA 24522

CONFIDENTIAL EMPLOYMENT INQUIRY

1. How long (years) have you known the applicant?
2. Has your knowledge of the applicant been obtained as an Employer? _____ Supervisor? _____ Teacher? Co-worker? _____ Other? _____ Please explain:
3. Does the applicant have good oral/written communication skills? Please explain:
4. What strengths does the applicant have that would make him/her a good potential for employment?
5. Are you aware of any criminal record or other information that might make the candidate unsuitable for work with young children? Yes ___ No ___ Comments:

Please check the term, which you think most accurately, describes the applicant:

	POOR	GOOD	VERY GOOD	EXCELLENT
PERSONALITY				
CHARACTER				
APPEARANCE				
RESPONSE TO SUPERVISION				
DEPENDABILITY				
LEADERSHIP				
INDUSTRIOUS				
TECHNICAL ABILITY				
COOPERATION				
ENTHUSIASM				
INITIATIVE				
JUDGMENT				
HONESTY				

If you were in a position to do so, would you employ this applicant? Yes: _____ No: _____

Please make any additional comments which would help us better determine the knowledge, attitude, and skills the applicant possesses:

Please return promptly.

Please Print Name _____ Signature _____

Address _____ Date _____

Telephone Number _____ Business or Profession _____

Holiday Lake 4-H Educational Center, Inc.
Disclosure Statement for Employment

Due to the nature of business that Holiday Lake 4-H Educational Center, Inc. conducts in serving youth and to maintain the safest possible environment for these youth and other guest, as well as to comply with industry standards, a criminal background report will be obtained on each employee. This criminal background report may include information regarding the employee's character, general reputation, personal characteristics, department of motor vehicles, and courts records.

AUTHORIZATION

During the application process and at any time during the tenure of my employment with the Company, I hereby authorize Choice Point Workplace Solutions Inc., on behalf of Holiday Lake 4-H Educational Center, Inc. to procure a criminal background report.

This report may be compiled with information from, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee Signature Date

Print Your Name

_____-_____-_____
Social Security Number * Date of Birth *

Street Address (PO Box not usable)* City* Zip Code*
* For Identification Purposes Only

This information will be placed in your personnel file in a locked cabinet and may only be accessed by your supervisor or other authorized personnel. You have the right to review this information at any time during normal business hours.

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.