



Please bring a current photo to your interview to be used for identification purposes.

Summer Employment Application

The Dedham Community House is an equal opportunity employer. We will consider all qualified applicants for employment, without regard to race, color, age, gender identity or expression, national origin, ancestry, citizenship, marital status, military or veteran status, physical or mental disability (except where a disability is a bona fide occupational disqualification), genetic information, or other protected category

Name _____ Date of Application: _____

Best Number to reach you: _____ this is a home / work / cell number

Alternate Phone _____ this is a home/work/cell number

Email Address _____

Permanent Address _____

City _____ State _____ Zip _____

Fluency (in addition to English): Spanish Other, please indicate. _____

I am applying for a position as a: (select one or more)

- Camp Director or Assistant Camp Director
- Head Counselor (one year of college, or equivalent required)
- Assistant Counselor (16 yr. old +)
- Specialist, please indicate field(s) of specialty _____

Positions Include: Art, Cooking, Sports, Drama, Music, Science, Woodworking, Archery, Field Trips etc. (Please note that for positions requiring certification- all certifications must be up to date prior to June 15, 2019 and valid through end of August 2019.)

- Aquatics Director or Assistant Director/Head Lifeguard
- Lifeguard/Swim Instructor

Camp Season:

Monday – Friday (except July 4th holiday) June 17- August 30, 2019 (limited staff before 7/1 and after 8/26)

MANDATORY Orientation on June 15 & June 22

Pool Season:

7 days a week Memorial Day-Labor Day

MANDATORY Orientation on May 19 & June 15

Are you available to work for the entire camp/pool season? Yes No, explain & provide available dates below

If no, please explain & provide available dates: _____

** The expectation is that all camp staff work full-time (40 hours) for the entire summer with a maximum of one week off **

** Aquatics staff schedules will vary from FT/PT and there are also Sub positions available **

How did you hear about this job opportunity? _____

Employment & Community / Volunteer Service

May we contact the supervisors listed below? Yes No, please explain _____

Employer / Agency: _____

Job Title _____ Dates: From: _____ To: _____

Address: _____ Phone Number: _____

Duties: _____

Supervisor: _____ Reason for Leaving: _____

Employer / Agency: _____

Job Title _____ Dates: From: _____ To: _____

Address: _____ Phone Number: _____

Duties: _____

Supervisor: _____ Reason for Leaving: _____

Employer / Agency: _____

Job Title _____ Dates: From: _____ To: _____

Address: _____ Phone Number: _____

Duties: _____

Supervisor: _____ Reason for Leaving: _____

Certification & Licenses

Do you hold any of the following certifications? (Please bring copies of your cards / licenses to your interview)

CPR First Aid AED Lifeguard WSI Archery Other _____

AREAS OF EXPERTISE & INTEREST

Please rank the following activities that interest you

1 = Familiarity with activity; not qualified to teach • 2 = Qualified to be an assistant

3 = Excellence in activity (no teaching experience) • 4 = Proficiency in activity (teaching experience)

SPORTS	WATER SPORTS	VISUAL ARTS	THEATRE/MUSIC
___ Baseball	___ Swimming	___ Basketry	___ Acting
___ Basketball	___ Canoeing	___ Jewelry	___ Magic
___ Field Hockey	___ Fishing	___ Leather Work	___ Music
___ Football	___ Kayaking	___ Painting	___ Puppetry
___ Soccer		___ Photography	___ Play Writing
___ Softball		___ Drawing	Instruments*
___ Lacrosse		___ Folk Craft	* Please list: _____
___ Yoga			_____
SCIENCE & NATURE	DANCE	MISCELLANEOUS	OTHER
___ Astronomy	___ Ballet	___ Foreign Language	Please list any special training,
___ Gardening	___ Tap	___ Newspapers/Publishing	certifications, or interests
___ Plant ID	___ Jazz	___ Hiking	_____
___ Forestry	___ Hip-hop	___ New Games	_____
___ Nature Art	___ Folk		_____
___ Simple Experiments			_____

The final step of this application is your references. Please provide the contact information (email and phone) for three references.

Please note:

- Family members do not count as references
- You may use ONLY ONE personal reference (colleague / adult family friend – no relatives)
- You must use at least two people who have supervised you (Teacher, professor, employer, supervisor, coach, etc.)

Please list the names of your 3 references and their contact information below. Please include the relationship between the reference and yourself:

1. _____

2. _____

3. _____

LEGAL INFORMATION AND APPLICANT'S STATEMENT

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law is subject to criminal penalties and civil liabilities.

I certify that answers given herein are true and complete to the best of my knowledge. I understand that false or misleading information in my application or interview(s) may result in rejection of my application or, in the event of employment, discharge.

I authorize verification of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release the Dedham Community House from any and all liability or damage resulting from the verification process.

I understand that by signing this application I recognize that a criminal background check (CORI and SORI) will be conducted should I be hired as a Dedham Community House summer staff member (this is required by Massachusetts state law).

I understand that this application and any of the company's employment policies or employment handbooks are not intended to be nor constitute a contract of employment.

I understand that if I become employed by the Dedham Community House, I will be at at-will employee. Accordingly, the employment relationship may be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or me.

I further understand that no supervisor, manager or representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signed _____ Date _____
(Signature of Applicant)

Signed _____ Date _____
(Signature of Parent or Legal Guardian if Applicant is under 18)

Please return application and references either by email or in person to:

Jennifer Putnam, Program Director
camp@dedhamcommunityhouse.org
671 High Street
Dedham, MA 02026

