

Counselor – in – Training (CIT) Application Packet

DEADLINE: March 26th

Thank you for your interest in the Briarcliff Manor Recreation Day Camps. Briarcliff Recreation is interested in hiring persons who sincerely enjoy working with children. These positions require hardworking, dynamic individuals who have excellent skills interacting with children.

Here is all the information you need to apply for a Counselor-in-Training (CIT) position.

CIT's are **not** paid but will receive community service for the time put in. Briarcliff Residents who are selected as CIT's will receive a free pool pass. CIT's are placed in either Tree Camp (Kindergarten & 1st graders) or Super Camp (2nd – 4th grade). CIT's can be placed with specialists or with camp groups (at the Recreation Supervisor's discretion).

Requirements:

- ☺ Must be entering 9th grade in September 2010.
- ☺ Must have experience in childcare.
- ☺ Must be available for the entire 6 weeks of camp June 28th – August 6th.
- ☺ Attend all orientations: June 10th & June 28th

General Responsibilities

- ☺ Assist the group or specialist in day to day activities.
- ☺ Work closely and **actively** participate with the specialists and head staff to assist with the group.
- ☺ Assist in conducting a wide range of games and activities geared to the age and skill level of the campers.
- ☺ Must participate in all camp activities, **including the pool, even on chilly days.**

Application Process

1. Fill out attached application; All sections must be filled out.
2. Get **two (2)** references – One **CHILD CARE** reference (babysitting, nursery school, CCD or Hebrew school assistant, etc) and One personal reference (teacher, coach, guidance counselor, etc). Your relatives CANNOT be a reference!!! Interview Hint: If you are going to tell me that you babysit in your interview, be prepared to have a reference from that person. Give your references the attached guideline sheet to fill out and have **them** send it back to me directly! Make sure you sign the bottom of the reference sheet.
3. All applications **and** references MUST be received by **MARCH 26th**. It is your responsibility to check in with Karen to make sure all references have been received. Interviews will be done in April and a parent must accompany you to the interview. Interviews will be scheduled either on a weekday or a weekend in April. You will be contacted after the deadline has been past your application is received, **please be sure to submit your e-mail address that you check regularly.**

☺ Decisions on employment will not be made until mid May. ☺

Any questions, please call Karen directly at 941-6560 or kkuzio@briarcliffmanor.org

Remember there are only a limited amount of positions available, by putting in an application does not guarantee a spot.

**Applications (and supporting documents) are due to Karen
by Friday, March 26th.**

**APPLICATION FOR EMPLOYMENT
VILLAGE OF BRIARCLIFF MANOR
(An Equal Opportunity Employer)**

EMPAPP 7-10-03

PERSONAL INFORMATION

DATE: _____

Last Name	First Name	Middle
Present Address	City	State Zip
Mailing Address (if different) Street	City	State Zip
Are you 18 years or older? _____ Yes _____ No (If no, please state your age) _____ Phone No. _____		
Are you legally permitted to work in the United States? _____ Yes _____ No (Proof of lawful employment eligibility in the United States will be required upon employment in accordance with the Immigration Reform and Control Act of 1986)		
Employment Desired:		
Position	Date You Can Start	Salary Desired
Are you employed now?		If so, may we inquire with your present employer?
Ever applied before to the Village?		If yes, when?
Ever worked before for the Village?		If yes, when?

EDUCATION

SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	No. of Years Attended	Did You Graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business Or Correspondence School				

GENERAL

Special training or skills useful to position sought
Have you ever been convicted of a felony or misdemeanor? Yes No If yes, please explain (include dates)
Have you been arrested for any crime that is currently pending against you? Yes No If yes, please explain

A conviction will not necessarily result in denial of employment and other factors will be considered.

FORMER EMPLOYERS [LIST BELOW THREE EMPLOYERS, STARTING WITH LAST ONE FIRST]

Name and Address of Present or Last Employer:		
Number of Years with this Employer:	Weekly Starting Salary:	Weekly Final Salary:
Job Title	May we contact supervisor?	
Name and Title of Supervisor	Phone No.	
Description of Work		
Reason for Leaving		
Name and Address of Present or Last Employer:		
Number of Years with this Employer:	Weekly Starting Salary:	Weekly Final Salary:
Job Title	May we contact supervisor?	
Name and Title of Supervisor	Phone No.	
Description of Work		
Reason for Leaving		
Name and Address of Present or Last Employer:		
Number of Years with this Employer:	Weekly Starting Salary:	Weekly Final Salary:
Job Title	May we contact supervisor?	
Name and Title of Supervisor	Phone No.	
Description of Work		
Reason for Leaving		

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME	ADDRESS AND PHONE NO.	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

I certify that the facts and responses set forth in this application, or otherwise made by me, are true and complete to the best of my knowledge and belief. I authorize the investigation of all statements contained in this application, or otherwise made by me, as may be necessary in arriving at an employment decision. I understand that any false statements made by me constitute sufficient cause for rejection of this application or, if I am employed, grounds for dismissal. I also understand that this application for employment is not a contract and is not intended to confer or create contractual rights of any kind or nature. If employed, employment is on an at-will basis and may be terminated at any time and for any reason, except as provided by New York Civil Service Law and/or an applicable collective bargaining agreement. I hereby authorize the Village to contact prior employers to make inquiries and obtain information, including personnel files, relevant to my performance and abilities as an employee. I hereby release all prior employers from any and all claims, including but not limited to claims of defamation, associated with the release or disclosure of such information to the Village.

Date: _____ Signature _____

Briarcliff Manor Recreation Department
Applicant Reference Form – CIT & Counselor

Applicant's Name _____

Reference's Name _____ Phone #: _____

This person has applied for a position at Briarcliff Manor Recreation Day Camp. This position includes positively interacting with a group of 12 -15 campers as well as cooperatively working with at least 2 other staff members. The candidate must relate well to children in all aspects of the camp day. Please circle the number on the scale that best represents the qualities that you have observed in the applicant. All information given is confidential.

Abilities	Unobserved	Poor		Average		Superior
Responsibility	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Maturity	0	1	2	3	4	5
Self-Confidence	0	1	2	3	4	5
Ability to accept criticism	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Initiative	0	1	2	3	4	5
Ability to work with others	0	1	2	3	4	5
Cooperation with Peers	0	1	2	3	4	5
Leadership Ability	0	1	2	3	4	5

How long have you known the applicant and in what capacity? _____

Would you like this candidate to be your child's counselor or child care provider? Why or Why not?

Strengths or weaknesses? _____

What age group would they work best with and why? (K & 1 or 2 -4 graders) _____

Any reservations about recommending this applicant? _____

Additional comments can be made on the back of this form.

Thank you for you assistance. **Please return directly to:**

Karen Kuzio
Briarcliff Manor Recreation Department
48 Macy Road
Briarcliff Manor, NY 10510
Fax: 914-944-2748 or kuzio@briarcliffmanor.org

Signature

Date

I allow the release of the above information _____

Signature of the Applicant

Briarcliff Manor Recreation Department
Applicant Reference Form – CIT & Counselor

Applicant's Name _____

Reference's Name _____ Phone #: _____

This person has applied for a position at Briarcliff Manor Recreation Day Camp. This position includes positively interacting with a group of 12 -15 campers as well as cooperatively working with at least 2 other staff members. The candidate must relate well to children in all aspects of the camp day. Please circle the number on the scale that best represents the qualities that you have observed in the applicant. All information given is confidential.

Abilities	Unobserved	Poor		Average		Superior
Responsibility	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Maturity	0	1	2	3	4	5
Self-Confidence	0	1	2	3	4	5
Ability to accept criticism	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Initiative	0	1	2	3	4	5
Ability to work with others	0	1	2	3	4	5
Cooperation with Peers	0	1	2	3	4	5
Leadership Ability	0	1	2	3	4	5

How long have you known the applicant and in what capacity? _____

Would you like this candidate to be your child's counselor or child care provider? Why or Why not?

Strengths or weaknesses? _____

What age group would they work best with and why? (K & 1 or 2 -4 graders) _____

Any reservations about recommending this applicant? _____

Additional comments can be made on the back of this form.

Thank you for you assistance. **Please return directly to:**

Karen Kuzio
Briarcliff Manor Recreation Department
48 Macy Road
Briarcliff Manor, NY 10510
Fax: 914-944-2748 or kuzio@briarcliffmanor.org

Signature

Date

I allow the release of the above information _____

Signature of the Applicant