

## Counselor Application Information

Thank you for your interest in the Briarcliff Manor Recreation Day Camps. Briarcliff Recreation is interested in 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 position.

### Requirements:

- ☺ You must be 16 years old by June 28<sup>th</sup>, 2010 to be eligible, those 18+ years can apply for a Group Leader position.
- ☺ Those 17 years and older must be CPR and First Aid certified.
- ☺ Must have experience in childcare. Group Leaders must have camp supervisory experience. See Group Leader application.
- ☺ Must be available for the entire 6 weeks of camp June 28<sup>th</sup> – August 6<sup>th</sup>.
- ☺ Attend all orientations: June 10<sup>th</sup> & June 28<sup>th</sup>.

### General Responsibilities

- ☺ Assist the group in day to day activities.
- ☺ Set a proper example for the campers.
- ☺ 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 on chilly days.**

### Application Process

1. Fill out enclosed application; make sure to fill out all sections.
2. Get two references – One CHILD CARE reference (babysitting, nursery school, CCD or Hebrew school assistant) and One personal (teacher, coach, guidance counselor, etc). Your relatives CANNOT be a reference!!! 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 enclosed guideline sheet to fill out and have them **send them back to me directly! Make sure you sign the bottom of the reference sheet. Make sure you sign the bottom of the sheet.**
3. All applications and references MUST be handed in by **MARCH 26<sup>th</sup>**.
4. You will then be contacted for an interview – with Recreation Supervisor &/or the Camp Director(s). Interviews will be scheduled after school or during the April break.
  - ☺ Decisions on employment will not be made until the first week of May. ☺

Any questions, please call Karen directly at 941-6560 or [kkuzio@briarcliffmanor.org](mailto: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 26<sup>th</sup>.**

**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]**

<b>Name and Address of Present or Last Employer:</b>		
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		
<b>Name and Address of Present or Last Employer:</b>		
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.	
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Reason for Leaving		
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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 #: \_\_\_\_\_

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\_\_\_\_\_  
Signature

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Date

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Signature of the Applicant