



HNC Program Staff Employment Application

(Please type or print)

Date of Application _____ Date of Birth _____

Name (First) _____ (M) _____ (Last) _____

Social Security Number _____

Permanent Address

Phone _____

E-Mail _____

Dates available _____ to _____

Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Past Work History

Provide a record of all employment – paid and volunteer – and explain any gaps in employment.

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 contact info of three persons (one family member) having knowledge of your character, experience, work habits, and ability.

Name	Address & City	Phone

Education

High School and Beyond

Years	School	Major Subjects	Degree Granted

What program(s) are you applying for?

- Outdoor & Environmental Education**
- High Adventure**
- Summer Day Camp**
- Summer Overnight Camp**

Write a brief biography of yourself, including specialized training in camping, working with children, and experience or training in other fields which might have a bearing on the position (s) for which you are applying.

Why do you want to work at Howell Nature Center? What can you contribute to our programs?



Please list any current certification you hold (Lifeguard, CPR, Archery, HO, etc.):

Criminal Record

Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. Yes No

Explain _____

Harassment

The HNC 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 or conviction is not an automatic bar to employment. The type of conviction or accusation and when it occurred will be evaluated by the camp before any decision is made.) Yes No

I authorize investigation of all statements herein, including any check of criminal records, and release the HNC and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee unless there is an agreement or law, which alters that status. Furthermore, I understand that any agreement must be in writing and signed by my assigned supervisor. I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the HNC rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may change, with or without cause and without notice, at any time by the HNC.

Date: _____ Signature _____