

ROWE CAMP APPLICATION FOR SUMMER SUPPORT STAFF

Please answer the following questions in a letter. Feel free to use your own format and include anything else you would want us to know. Be as thorough, honest, and thoughtful as you can.

Also fill out the background check and CORI/SORI form which follow this page, and be sure to send them in with your letter. Applications cannot be processed unless complete.

1. Which position are you applying for? (cook, head cook, maintenance assistant, nurse, relief nurse) Include the date that you can begin and the date you will need to leave by.
2. What kind of specialized training or experience have you had relevant to the position you are applying for? What specific skills do you have for that role?
3. What draws you to working at camp? Or if reapplying, why do you want to return?
4. What is your past camp experience, Rowe and otherwise.
5. If you have been on staff before, please reflect on the experience and how it informs your approach to staff this year.
6. What do you see as your personal strengths? What parts of yourself are you working on?
7. What do you hope to give to your role as a staff member? What do you hope to gain?
8. Talk about a situation in which you utilized your strengths to resolve a conflict.
9. Talk about a situation where you feel you could have handled things better; what would you have done differently?
10. Do you have your driver's license?
11. If applying for the kitchen or maintenance, are you able to lift up to 50 pounds?
12. Name, contact information, and date of birth. If you are at school, information on where and how we can reach you both at home and at school.
13. Do you have a criminal record?
14. Please list three references & their contact information.

For former staff, please send your letter to us by Feb 1st and you will receive an email confirmation by Feb 15th. If you don't receive a confirmation, please get back in touch as it probably means we have not received your application. You will be notified by the end of March. New applicants may apply at any time.

Send the completed application including background check and CORI/SORI form to paulette@rowecenter.org.



Unitarian Universalist
Rowe Camp & Conference Center
Kings Highway Road, Rowe,
Massachusetts 01367
413-339-4954 Fax 413-339-5728

UURCC 172G \$

CORI/SORI REQUEST FORM

U.U. Rowe Camp and Conference Center is requesting all the available criminal offender record information (CORI) and juvenile data on the following individual from the Criminal History Systems Board pursuant to Chapter 6 172G, which mandates operators of camps for children to request CORI and juvenile data regarding all employees or volunteers prior to employment or volunteer service.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE) PLACE OF BIRTH

DATE OF BIRTH SOCIAL SECURITY NUMBER ID THEFT INDEX PIN*
(Required) (If applicable)

MOTHER'S MAIDEN NAME

CURRENT
ADDRESS: _____

FORMER
ADDRESSES: _____

EMAIL: _____

Sex: _____ Height: _____ Weight: _____ Eye Color: _____

STATE DRIVERS LICENSE NUMBER: _____
(Include State of Issue)

***THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING
FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATIONS:

Position and camp for which you're applying: _____

REQUESTED BY: _____

SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*The CHBS Identity Theft Index PIN is to be completed by those applicants who have been issued an Identity Theft Index PIN by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. **All CORI**

request forms that include this field are required to be submitted to the CHSB via mail or by fax to 617-660-4614.

**Rowe Camp and Conference Center
Camp Staff Background Check**

All staff who may have unsupervised contact with a camper “shall have a background free of conduct which bears adversely upon his or her ability to provide for the safety and well-being of the campers.” In addition, Rowe “shall determine whether each staff person’s conduct, criminal or otherwise, shall disqualify that person from employment or presence at camp”

Self-Disclosure

The standards for the latter are:

1. Engaging in, or having engaged in conduct which results in your children being adjudicated to be in need of care and protection.

Have you now or have you ever had a report of child abuse or neglect filed against you and substantiated?

2. Use of alcohol or drugs to an extent or in a manner that is determined by Rowe to impair your ability to care for children properly.

Are you addicted to the use of alcohol or drugs?

3. Having engaged in conduct which resulted in a criminal conviction including a guilty plea, or engaging in, or having engaged in, and other conduct, determined by Rowe to impair your ability to care for campers.

Do you have a criminal record? Explain:

Your Name: _____

Address: _____

Telephone: _____ e-mail: _____

I attest that the answers above are true and correct:

Signature: _____ Date: _____

(Please complete the information on the next page also)

Work History

Please include your work-history for the last five years. You may add an additional sheet of paper if needed:

| Dates | Company | Address | Phone # | Contact Person |
|-------|---------|---------|---------|----------------|
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List name, address, and phone for three references from individuals not related to you, including but not limited to, previous employers or school administrators. Date and note field to be filled in by director checking the reference.

| Name | Address | Phone | Date contacted | Notes |
|------|---------|-------|----------------|-------|
| | | | | |
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Please complete this form, as well as the information form for CORI/SORI checks.
Thank you.

