

REFERENCES**ALL INFORMATION IN THIS SECTION MUST BE COMPLETED**

Include 3 former employers, supervisors, instructors, teachers, coaches. Do not include relatives or people employed by Diamond Ridge Camps. Beside completing this section, you must have two reference forms sent to the Camp Office prior to your interview from two of the three people.

Name	Their Position/Title	Place of Employment (if applicable)	Phone with Area Code
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

TRANSPORTATION

1. Do you hold a CDL (Commercial Driver's License)? Yes___ No___
2. Driver's License # _____ State _____ Expiration Date _____
Please include a copy of your license with this application.
3. List any traffic citations/accidents during the last 3 years and the outcome/penalty/points.

CONFIDENTIAL QUESTIONNAIRE

1. Do you have any impairments - physical, mental or medical - which may affect your work performance that should be taken into consideration in job placement? Yes___ No___ If yes, please explain.
2. Have you ever been convicted of any criminal charge? Yes___ No___ If yes, please explain.
3. Have you ever been convicted of a child abuse or sexual abuse charge? Yes___ No___ If yes, please explain.
4. Have you ever been convicted of any charge which has led to a restriction on your Driver's License or which would appear on a Motor Vehicle Check?
Yes ___ No___ If yes, please explain.

By signing below, I understand the following:

- (1) Acceptance of a position at Camp denotes that I agree to abide by all Camp policies, rules and regulations as set forth by the Directors and disseminated prior to and during the camp season.
- (2) All information given is accurate to the best of my knowledge. It is my responsibility to notify the camp if any personal information or status of information requested changes before the start of employment.
- (3) Employment history, references and other information on this application will be carefully investigated.
- (4) It is my responsibility, after offer of employment, to provide the camp with a current State Criminal Background Check and a Child Abuse Clearance at my expense (\$10 each). You may submit a certification/clearance from another employer only if it is from the current school year. The camp reserves the right to complete a background check as allowed by law.
- (5) It is my responsibility to have two completed reference forms sent to the camp office.
- (6) I understand that part of the camp experience involves activities and arrangements and interactions that may be new to me, and that they come with certain risks and uncertainties beyond what I am used to dealing with at home. I am aware of these risks, and I am assuming them. I realize that no environment is risk-free and understand the importance of abiding by CAMP's rules. I will become familiar with CAMP's rules and will obey them.

Applicant's Signature _____ Date _____

AN EQUAL OPPORTUNITY EMPLOYER

Diamond Ridge Camps

EMPLOYMENT REFERENCE

Directions to Applicant:

Fill in all information within the boxed section on this page and reverse side before sending form to the individual who will be completing the reference for you.

Winter Offices: 1702 Yost Road
P. O. Box 1862, Blue Bell, PA 19422
(215) 343-8840 • FAX (610) 279-4463

Reference sent to Name _____
for completion: Street Address _____
City _____ State _____ Zip _____

I hereby release employers and other sources from all liability in responding to this Reference Inquiry.

Applicant Name (please print) _____ Soc. Security # _____
Applicant Signature _____ Date _____
Parent/Guardian Signature (if minor) _____

The above-named applicant is seeking employment with Diamond Ridge Camps and has authorized such to check references. We will, of course, hold in confidence the information you furnish. Your assistance is greatly appreciated.

What is your connection with the applicant? _____
How long have you known him/her? (give dates) _____
If you have employed him/her, please state in which capacity. _____
Why did he/she leave your employ? _____
If you had a position available, would you re-hire this person? Why or why not? _____

Please rate him/her on the following from your observations:

	Good	Fair	Poor	<u>Comments</u>
<u>Attitude</u>				
<u>Cooperation</u>				
<u>Enthusiasm</u>				
<u>Flexibility</u>				
<u>Initiative</u>				
<u>Leadership</u>				
<u>Responsibility</u>				
<u>Takes criticism well</u>				
<u>Attendance/Promptness</u>				
<u>Loyalty & Honesty</u>				

Additional Comments: _____

Print your Name: _____ Signature: _____

Organization/Company: _____ Position: _____

Phone: _____ Best Time to Contact: _____ E-mail Address: _____

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