



**HNC Outdoor Education Application**  
(Pre - Employment Questionnaire)

(Please type or print)

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Permanent Address \_\_\_\_\_

Street & Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ E-Mail \_\_\_\_\_

School or Business Address \_\_\_\_\_

Street & Number \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Dates available from \_\_\_\_\_ 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 full 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 then the reason \_\_\_\_\_

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What contributions do you think a well-run camp can make to children?

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What contributions do you think you can make in our program?

US Military or Naval Service	Rank	Present Membership in National Guard or Reserves
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Write a brief biographical sketch, including specialized training in camping, working with children, and experience or training on other fields which might have a bearing on the position (s) for which you are applying.

Years	School	Major Subjects	Degree Granted

**Education High School and Beyond**

Name	Address & City	Phone

**References** Give names and addresses of three persons { not relatives } having knowledge of your character, experience, work habits, and ability.

**Program Skills** In the following list put a "T" before those activities you can organize and teach as an expert, and an "A" for those activities in which you can assist. Put a "C" after those in which you have current certification and attach a copy of your certification.

- |   |   |   |   |   |   |  |  |  |
|---|---|---|---|---|---|--|--|--|
| <p><b>Waterfront Activities</b></p> <p>_____ canoeing</p> <p>_____ swimming</p> <p>_____ kayaking</p> | <p><b>Activities</b></p> <p>_____ archery</p> <p>_____ fishing</p> <p>_____ orienteering</p> <p>_____ sports</p> <p>_____ hayride</p> | <p><b>Dance</b></p> <p>_____</p> <p>_____</p> | <p><b>Drama</b></p> <p>_____ clowning</p> <p>_____ theater</p> <p>_____ skits</p> | <p><b>Music</b></p> <p>_____ singing</p> <p>_____ instrument (list)</p> | <p><b>Miscellaneous</b></p> <p>_____ storytelling</p> <p>_____ team building</p> <p>_____ history</p> | <p><b>Adventure/Challenge</b></p> <p>_____ challenge/ropes course</p> <p>_____ climbing</p> <p>_____ low ropes</p> | <p><b>Arts/Crafts</b></p> <p>_____ drawing/painting</p> <p>_____ other</p> | <p><b>Nature</b></p> <p>_____ animals/animal care</p> <p>_____ forestry</p> <p>_____ mammals</p> <p>_____ reptiles</p> <p>_____ nature hikes</p> <p>_____ rocks/minerals</p> <p>_____ pond study</p> <p>_____ environmental studies</p> <p>_____ flowers</p> |
|---|---|---|---|---|---|--|--|--|

**Certifications and support skills** In the following list, please check those items in which you have experience and skills. Mark with a "C" those for which you hold current certification and attach a copy of your certification.

- |  |   |  |  |
|--|---|--|--|
| <p><b>Business/Administration</b></p> <p>_____ bookkeeping</p> <p>_____ computer</p> <p>_____ computer/technical</p> | <p><b>Health/Safety</b></p> <p>_____ CPR</p> <p>_____ first aid</p> <p>_____ lifeguard</p> <p>_____ nursing</p> | <p><b>Maintenance</b></p> <p>_____ auto mechanics</p> <p>_____ carpentry</p> <p>_____ electrical</p> <p>_____ plumbing</p> | <p><b>Food Service</b></p> <p>_____ Cook</p> <p>_____ menu</p> |
|--|---|--|--|

**Criminal Record** Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe.

Yes or 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 \_\_\_\_\_

**Please do not write below this box**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Remarks:

Can you work from 8-5 \_\_\_\_\_  
 Weekends \_\_\_\_\_  
 Nights \_\_\_\_\_

Neatness \_\_\_\_\_ Ability \_\_\_\_\_

Hires: Yes \_\_\_\_\_ No \_\_\_\_\_ Position \_\_\_\_\_ Dept. \_\_\_\_\_

Salary/Wage \_\_\_\_\_ Date reporting to work \_\_\_\_\_

Approved: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_