



"DARE TO DREAM"

CAMP KIRK

"Since 1993"

Dear Applicant,

Thank you for your interest in a possible staff position at Camp Kirk. Please download our Staff Application Package and return the necessary forms to us at your earliest convenience. You should also hand out the two reference forms to whomever you chose as references (outside of your family). The completed form should be returned directly to our office as soon as possible so that we may process your application.

Camp Kirk is a small residential (overnight) camp for children ages 6 to 13 with Learning Disabilities, ADHD, some Autism Spectrum Disorders and/or other types of exceptionalities. We strongly encourage you to view our complete website so you have a better idea of who we are and what we do.

Our aim is to offer our campers a structured, yet non-competitive program of activities in a safe and nurturing environment. Our goal is to provide these children with the physical and emotional skills necessary for them to, eventually, integrate into a regular recreational programs. To achieve that goal, we must put together the best possible team of individuals. There is no room for "super stars" and/or "super egos" at Camp Kirk but lots of room for caring and nurturing individuals.

Our hiring policy requires all staff members have a criminal reference check completed through our screening services and that any final offer of employment or contract will be pending the results of such a search. Our hiring process begins in January and will continue until all available positions have been filled. Please note that, due to the large number of applications received, we will not contact you again unless you are invited for a mandatory personal interview as a final step to our hiring process. However, should you wish to find out the status of your application, please feel free to call us at your convenience at 416-782-3310.

Thank you for your interest in Camp Kirk and we look forward to the prospect of having you on our staff this summer.

Sincerely,

Erica Coutts
Director

639A Mount Pleasant Road, Toronto, ON M4S 2M9
e-mail: campkirk@campkirk.com
website: www.campkirk.com
CHARITABLE #13655-2643-RR0001

Tel: 416-782-3310
Toll Free: 1-866-982-3310
Fax: 416-782-3239
Summer Tel: 705-438-1353





CAMP KIRK

"Since 1993"



"DARE TO DREAM"

2012 STAFF APPLICATION FORM

PLEASE PRINT

Name: _____
FIRST NAME LAST NAME

S.I.N. _____

Current Address (School): _____ Tel: (____) _____
_____ Fax: (____) _____

City: _____ Prov: _____ Postal Code: _____

Home Address: _____ Tel: (____) _____
_____ Fax: (____) _____

City: _____ Prov: _____ Postal Code: _____

Current E-mail Address: _____

Position(s) for which you are applying, in order of preference:

1. _____
2. _____

EDUCATION

Secondary School: Highest grade completed _____ What year? _____
Type of certificate or diploma received: _____

Community College: Highest grade completed _____ What year? _____
Type of certificate or diploma received: _____

University: Highest grade completed _____ What year? _____
Major and Minor Subjects: _____
Degrees, licenses or certificates received: _____

EMPLOYMENT

Present Employer (if applicable): _____
How long have you been employed there? _____
Current position: _____
Areas of responsibility: _____

Please turn over for additional information.

PREVIOUS CAMPING EXPERIENCES (as staff and/or camper)

Year: _____ Name of camp: _____ Position: _____

Year: _____ Name of camp: _____ Position: _____

Year: _____ Name of camp: _____ Position: _____

ACTIVITIES

Of all of the following activities, place a **(1)** beside the ones where you are **qualified to instruct**, a **(2)** beside the ones where you have a high degree of experience and a **(3)** beside the ones where you have the least experience:

- | | | |
|--|--|--|
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Canoe Tripping |
| <input type="checkbox"/> Camping | <input type="checkbox"/> Archery | <input type="checkbox"/> Cooperative Games |
| <input type="checkbox"/> Ecology | <input type="checkbox"/> Ropes Course | <input type="checkbox"/> Climbing Wall |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Ceramics |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Orienteering | <input type="checkbox"/> Campfire Programs |
| <input type="checkbox"/> Sing-Song Leading | <input type="checkbox"/> Fishing | <input type="checkbox"/> Martial Arts |
| <input type="checkbox"/> Music | <input type="checkbox"/> Carpentry | <input type="checkbox"/> First Aid |
| <input type="checkbox"/> C.P.R. | <input type="checkbox"/> C.P.I. | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Leadership | | |

Please list your **current and valid** swimming qualifications(s): **(Red Cross & R.L.S.S.)**

With what age group would you prefer to work: _____

Why? _____

What work have you done involving children: _____

What are your major strengths? _____

What are your weaknesses? _____

Have you ever worked with children who have special needs? _____

WRITTEN REFERENCES

Please distribute the enclosed two(2) reference forms to whomever you chose, **outside of family members**, as character references. Preferably, you should chose a former Camp Director, Supervisor, Principal or Teacher, Former Employer and/or someone who has known you well for some time. **Each form is to be returned directly to our office and your application can only be processed when we have both references in hand.**

SUPPORTING DOCUMENTS

In support of your application, please enclose photocopies of any document such as awards, certificates or official qualifications.

PERSONAL INTERVIEW

Please indicate what the best date(s) and times(s) would be for you to come to Toronto for a **mandatory** personal interview: _____

APPLICANT'S SIGNATURE

TODAY'S DATE



"DARE TO DREAM"

CAMP KIRK

"Since 1993"

Dated: _____, 20

To Whom This May Concern:

_____ has applied for a summer position with our camp and has designated you as a character reference.

This applicant will be working in a residential camp setting with children ages 6 to 14 who have Learning Disabilities, ADHD, some Autism Spectrum Disorders and/or other types of exceptionalities. It is essential for this individual to have the ability to relate well to children and to his/her peers, to be compassionate and nurturing, to be a "team player", and that he/she be a desirable role model. The applicant must also possess a sound knowledge of basic camping skills and will be required to demonstrate leadership in various camp activities and overall camp programs.

Please complete the enclosed form to the best of your ability. Your frank and confidential opinion will be most helpful in allowing us to make an appropriate selection. We are particularly interested in your assessment of this candidate's **overall character, strengths, weaknesses** as well as an evaluation of his/her **past performance** if applicable. In order to insure fairness to everyone concerned, please indicate whether or not you have or plan to offer this person employment for this upcoming summer.

Please note that we will not process this candidate's application until we have received all of the necessary forms. Therefore, we urge you to return your reference form directly to our office at your earliest convenience.

We thank you for your kind assistance in providing us with this reference and please do not hesitate to contact us should you have any concerns relating to this applicant's candidacy.

Sincerely,

Erica Coultts
Director



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Dated: _____, 20

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Sincerely,

Erica Coultts
Director



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2012 STAFF REFERENCE FORM

PLEASE PRINT

Name of Applicant: _____
FIRST NAME LAST NAME

How long have you know this applicant? _____

In what capacity? _____
(AS EMPLOYER, TEACHER, SUPERVISOR, FRIEND ETC.)

CHARACTERISTICS:

(Please note: Box "A" = Excellent, "B" = Average & "C" = Fair)

COMMENTS:

Dependability	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Responsibility	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Emotional stability	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Ability to work with others	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Constructive Imagination	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Accepts criticism	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Enthusiastic & cheerful	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Ability to take initiative	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Ability to follow through	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Ability to get along with peers	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Leadership ability	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Personal appearance	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Judgement	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Tact with others	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Sense of humour	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Loyalty	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Integrity	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
General attitude	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Level of self esteem	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____

Please turn over.

Given the nature of the position applied for, what would you consider to be this applicant's strongest asset(s)?

Does he/she have a special talent? _____

If you are or were a parent, would you be confident in having this person as your child's counsellor or instructor?

At this time, would you have any concern(s) with seeing this person hired for this **or** any position with our camp? (If so, please specify) _____

ADDITIONAL COMMENTS

REFEREE'S SIGNATURE

TODAY'S DATE 20 ____

Name: _____ Res: (_____) _____

Address: _____ Bus: (_____) _____

City: _____ Prov: _____ Postal Code: _____

Please return this form directly to: Camp Kirk
639A Mount Pleasant Road
Toronto, ON M4S 2M9

On behalf of this applicant, we thank you for your cooperation in completing this form.



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FIRST NAME LAST NAME

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Emotional stability	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Ability to work with others	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Constructive Imagination	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
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Sense of humour	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Loyalty	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Integrity	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
General attitude	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____
Level of self esteem	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	_____

Please turn over.

Given the nature of the position applied for, what would you consider to be this applicant's strongest asset(s)?

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ADDITIONAL COMMENTS

REFEREE'S SIGNATURE

TODAY'S DATE 20 ____

Name: _____ Res: (_____) _____

Address: _____ Bus: (_____) _____

City: _____ Prov: _____ Postal Code: _____

Please return this form directly to: Camp Kirk
639A Mount Pleasant Road
Toronto, ON M4S 2M9

On behalf of this applicant, we thank you for your cooperation in completing this form.