



**NORTHWEST OHIO  
COUNCIL**

305 West Hardin Street  
Findlay, Ohio 45840  
Telephone: (419) 422-5415  
Fax: (419) 422-5499  
[CLewis@CampFireUSA-NWOhio.com](mailto:CLewis@CampFireUSA-NWOhio.com)  
[www.campfireusa-nw ohio.com](http://www.campfireusa-nw ohio.com)

**NORTHWEST OHIO  
COUNCIL**

6580 South Township Rd.  
131  
Tiffin, Ohio 44883  
Telephone: (419) 447-7459  
[CLewis@CampFireUSA-NWOhio.com](mailto:CLewis@CampFireUSA-NWOhio.com)  
[www.campfireusa-nw ohio.com](http://www.campfireusa-nw ohio.com)

Dear Applicant,

Thank you for your interest in working at Camp Glen next summer. A summer at camp is an experience that you will never forget, and one that is worth more than any dollar amount you could place on it. As a staff person at camp you will have the opportunity to impact young people's lives in a way that is life changing, helping to fulfill the mission of Camp Fire USA, which is to: *build caring, confident youth and future leaders.*

Attached you will find job descriptions for each of the positions available at camp this summer, an application, three Reference and Evaluation forms, and a consent form to perform a criminal background check. Please fill these out and return them to me as soon as possible, indicating on the application which position(s) you would be interested in. Please have your references send their forms directly to me. We hope to have our summer staff hired and ready to roll by the end of March (at the latest). If you have questions about any of these, please contact me and I will do my best to answer your questions.

Once we have received your application, we will schedule a time to do an interview. If you are near the Tiffin/Findlay Ohio area we will meet with you face to face, if that is not possible, we will schedule a time when we can chat by phone.

Once again, thank you for your interest in Camp Glen, and I am looking forward to hearing from you.

In Service,

*Chris Lewis*

Chris Lewis  
Camp Fire USA Northwest Ohio Council  
Camp Glen, Director  
[CLewis@CampFireUSA-NWOhio.com](mailto:CLewis@CampFireUSA-NWOhio.com)



# Application for Employment

Camp Fire USA Northwest Ohio Council

305 West Hardin Street

Findlay, OH 45840

419 422-5415

[clewis@campfireusa-nwohio.com](mailto:clewis@campfireusa-nwohio.com)

## Employment

Application of \_\_\_\_\_ Date \_\_\_\_\_  
First Name Last Name

Applying for Position as \_\_\_\_\_ Date Available \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Previous Address \_\_\_\_\_  
Street City State Zip

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Have you applied for employment with Camp Fire USA/Camp Glen in the past?  
(If "yes", explain) \_\_\_\_\_

Have you ever worked for Camp Fire USA/Camp Glen in the past?  
(If "yes", explain) \_\_\_\_\_

In the past three years, have you knowingly used any narcotics, amphetamines or barbiturates,  
other than those prescribed by a physician? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, provide details.

Are you presently legally authorized to work in the United States on a full time basis?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (if under 18, what is your age?) \_\_\_\_\_

Have you ever been convicted of a criminal offense other than minor traffic violations?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, When \_\_\_\_\_ Where \_\_\_\_\_ Reason \_\_\_\_\_  
*A conviction record will not necessarily be a bar to your employment, and factors such as your age at the time of the offense, the seriousness and nature of the violation, and the nature of the job for which you are applying will be taken into account.*

## DRIVER'S LICENSE

Do you have a valid driver's license? Yes No

What state issued the license? \_\_\_\_\_ License Number \_\_\_\_\_

Any citation/accidents in the past 3 years? Yes No List if any \_\_\_\_\_

Any restrictions? Yes No List if any \_\_\_\_\_

Do you possess a valid CDL? Yes No

Education			
	Name & Address of School	Year Completed	Degree/ Course of Study
High School		9 10 11 12	
College/Trade School		1 2 3 4	
Graduate School		1 2 3 4	
Other		1 2 3 4	

Additional Certifications		
Name of Certification	Issuing Organization	Expiration
First Aid		
CPR		
Lifeguarding		
WSI		
CHA		
Other Certifications (specify)		

<b>Membership</b> List memberships in professional societies, extra curricular activities, honors received and/or publications.

Previous Employment (most recent first)	
Employer: Address: Nature of Duties: Reason for Leaving:	Dates employed: Employer Phone: Salary: Immediate Supervisor:
Employer: Address: Nature of Duties: Reason for Leaving:	Dates employed: Employer Phone: Salary: Immediate Supervisor:
Employer: Address: Nature of Duties: Reason for Leaving:	Dates employed: Employer Phone: Salary: Immediate Supervisor:
Employer: Address: Nature of Duties: Reason for Leaving:	Dates employed: Employer Phone: Salary: Immediate Supervisor:
Employer: Address: Nature of Duties: Reason for Leaving:	Dates employed: Employer Phone: Salary: Immediate Supervisor:

References				
List references that are not relatives.				
Name	Address	Telephone Number	Profession or Position	How Long Known?

**CAMP ACTIVITIES**

In the following blanks put a "1" before those activities you can organize and teach. Put a "2" before those activities in which you can assist teaching. Put a "3" before those activities in which you have interest.

**Ropes Course**

- Initiatives
- Low Elements
- Other \_\_\_\_\_

**Aquatics**

- Swimming Lessons
- Canoeing
- Lifeguarding
- Fishing
- Water Exercise
- Pool Games

**Program Areas**

- Naturalist
- Arts/Crafts
- Astronomy
- Other \_\_\_\_\_

**Performing Arts**

- Song Leading
- Theater & Drama
- Storytelling
- Puppetry
- Native American History
- Folk/Square Dancing
- Other \_\_\_\_\_

**Outdoor Living Skills**

- Hiking
- Conservation
- Map/Compass
- Fire Building
- Outdoor Cooking
- Environmental Education
- Other \_\_\_\_\_

**Arts and Crafts**

- Nature Crafts
- Painting
- Candle Making
- Weaving
- Clay
- Photography
- Leather
- Other \_\_\_\_\_

**Sports**

- Soccer
- Softball
- Volleyball
- Basketball
- Archery
- Other \_\_\_\_\_

**Other Qualifications**

Please list other qualifications not shown elsewhere and state why you feel you are a good candidate for a position with Camp Fire USA Northwest Ohio Council.

I understand that this application does not constitute an employment contract or an offer for employment. I further understand that if I am offered a position of employment, that my employment will be “at will” and that either I or the company may terminate the employment at any time for any reason with or without cause and with or without notice. I also understand that no individual representative of the company, other than the Chief Executive Officer may alter this employment relationship, either verbally or in writing. I understand that I must at all times abide by the company’s rules and regulations.

I authorize the investigation of all statements contained herein and authorize the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise. I further release and agree to hold harmless the company and all parties providing information from all liability for any claim or damage that may result from furnishing such information to you.

I certify that the information I have given on this application is true and complete to the best of my knowledge and belief. I understand that any false information provided on this application or at the time of any interview may be cause for immediate discharge.

APPLICANT’S SIGNATURE \_\_\_\_\_ Date\_\_\_\_\_

### **Application for Employment**

**Camp Fire USA Northwest Ohio Council**  
305 West Hardin Street  
Findlay, OH 45840  
(419) 422-5415  
[clewis@campfireusa-nw ohio.com](mailto:clewis@campfireusa-nw ohio.com)

## DISCLOSURE

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights Under the Fair Credit Reporting Act.

# AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_  
Last Name
First Name
Middle Name

\_\_\_\_\_  
Current Address
Dates Lived Here

Addresses for the Past Seven Years: (include street, city, state, zip code) Dates of Residence:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Date of Birth
Other Names Used (including maiden name)
Years Used

\_\_\_\_\_  
Social Security
Number Driver's License #
State

do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of Camp Fire USA Northwest Ohio Council to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Further, I hereby authorize Camp Fire USA Northwest Ohio Council now, or at any later time if I am employed by Camp Fire USA Northwest Ohio Council, to obtain a consumer report or investigative consumer report on my as applicable. Information appearing on this Authorization will be used exclusively by Camp Fire USA Northwest Ohio Council for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by Camp Fire USA Northwest Ohio Council to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

\_\_\_\_\_  
Printed Name
Applicant Signature
Date

**\*\*CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.**

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

# Camp Glen



## Camp Fire USA

Today's kids. Tomorrow's leaders.

### Camp Fire USA Northwest Ohio Council Reference and Evaluation Form

#### Applicants Information (to be completed by applicant):

Applicant & Position Reference: \_\_\_\_\_

Referee & Position: \_\_\_\_\_

What is your relationship with the referee? \_\_\_\_\_

How long have you known the referee? \_\_\_\_\_

#### Reference & Evaluation (to be completed by Referee):

	POOR	FAIR	GOOD	OUTSTANDING
Attitude				
Energy/Enthusiasm				
Flexibility				
Works with Children				
Team Player				
Leadership/Initiative				
Responsibility				
Enjoys Outdoors				
Organization				

Comments on any of the above: \_\_\_\_\_

What are the applicant's best activity skills and personality strengths? \_\_\_\_\_

Would you recommend this person for a position at Camp Glen (please support your answer)?

Signature of Referee: \_\_\_\_\_ Date: \_\_\_\_\_