

Ferrwood Music Camp Counselor Application

Deadline for this application is **Wednesday, February 29th 2012**. All applications **must be received by this date** in order to be considered.

Mail all Applications to

Sarah Lagana
735 West Diamond Ave.
Hazleton, PA 18201

You are applying for a job at Ferrwood Music Camp as a camp counselor. You must hold a high school diploma, be at least 19 years of age and must be out of high school at least one full year in order to apply. *We will no longer accept recent high school graduates because of the closeness in age to older campers. You must also obtain the proper clearances in order to work and/or reside at Ferrwood Music Camp. *Returning Ferrwood counselors, please read below.* **Pay is \$300 per week. One full week of work at Ferrwood includes arrival at 12 p.m. Sunday afternoon and departure after the Student Performance Friday evening.**

Please know you will be expected to interact with the children **at all times**. You will be expected to provide support and encouragement as well as supervision and entertainment. You will be expected to work all day and be on-call all night with the exception of lesson times which are from 9-11:30 a.m. and ensemble times which are 6-8:30 p.m. daily. Some of these times may vary depending on the lesson schedule per day. Counselors must be in the dorms with the campers between 10:30-11 p.m. for lights out and remain there all night past 11:30 p.m. A counselor must be present within each dorm at all times during the evening. You are expected to supervise the campers - this is for the safety of all campers and assures that counselors also get a good night's sleep. Any problems need to be reported to the director or assistant director immediately. Always keep in mind that you are a **role model** to campers, regardless of age. They look to you as an example; you are **required** to abide by the same rules that campers do concerning relationships, dating, boyfriends and girlfriends.

Absolutely no alcohol, tobacco or drugs are allowed on the property of Ferrwood Music Camp! Alcohol, tobacco or drugs are not allowed at any time, even if no children are on the premises. Failure to abide by this rule will result in immediate dismissal from camp without pay. Under aged drinkers will be reported to the police as well as their parents/guardians, no exceptions. Counselors who are of legal drinking age will have a letter sent to their college/university or place of employment. Counselors report directly to the camp director and assistant director who will have full authority during the camping season. *Counselors can always challenge a decision made by the director and/or assistant director to the President of the Philharmonic who will have the ultimate authority to render a final decision. Proper chain of command must be followed before the President of the Philharmonic is involved.*

***For returning Ferrwood Staff Members:** *If you worked for Ferrwood from the 2010 season on, copies of your clearances are on file with The Hazleton Philharmonic. You need not resend clearances. Clearances will expire 5 years from when you first sent them to work at Ferrwood.*

***PA citizens:** *Copies ONLY of the Child Abuse Clearance CY113 and State Police Request for Criminal History SP4-164 are to be included in the same envelope along with this application. Applications sent without copies of these clearances will be viewed as incomplete and will not be read or considered. The Child Abuse clearance requires a*

\$10 money order and takes several weeks to arrive. The Criminal History clearance requires **\$10** to be paid by credit card and can be done instantaneously.

Link to Child Abuse form:

<http://www.dpw.state.pa.us/Resources/Documents/Pdf/FillInForms/DPWchildabuse.pdf>

Link to Criminal History Clearance:

<https://epatch.state.pa.us/Home.jsp;jsessionid=97D023D2A71246B5E2B9F5053843D1D2>

(For **Criminal History Check** -- On the left hand side under "Credit Card Users," please select "Submit a new record check." This requires \$10 to be paid by credit card and can be printed immediately.)

Non-PA citizens: You **MUST** supply a copy of your **teaching certificate or license** and/or **whatever clearances are required to work in a public school system in your hometown or state.**

I understand the requirements of the position and I am willing to abide by the guidelines. I also understand that without accompanying, valid copies of these clearances, my application will not be considered.

Signature: _____ Date: _____

Name: _____

Address: _____

Phone: _____ (Please make sure this number is operational.)

E-Mail: _____ (Almost all notifications/letters are sent from the director solely through e-mail. Please list whatever address is checked **most frequently** and make sure this address is functional! You will be alerted by e-mail whether or not you have been hired for the position.)

Date of Birth: _____

Are you a graduating, degreed professional? ____ Yes ____ No

If Yes...

- Date of graduation from college: _____
- School where you graduated from: _____
- Where are you currently employed? _____

If No...

What are you studying in college?

I did not attend college. I have a high school diploma and am currently employed at:

Have you ever attended Ferrwood? ____ Yes ____ No

If so when and in what capacity?

What weeks would you be able to work at Ferrwood Music Camp?

- ***Both weeks** (July 10th-22nd): _____
- **Week 1 only** (July 10th - 15th): _____
- **Week 2 only** (July 17th - 22nd): _____

**While staying the full two weeks, you cannot reside at the camp the weekend in between the two sessions. Please make other living arrangements or return home in between weeks. If this is not possible, an e-mail must be sent to the director.*

I have somewhere else to live the Friday night – Sunday morning weekend in between the 2 weeks of camp: ____ Yes ____ No

Work Experience:

1.) Name of Employer: _____

Dates of Employment: _____

Capacity:

2.) Name of Employer: _____

Dates of Employment: _____

Capacity:

3.) Name of Employer: _____

Dates of Employment: _____

Capacity:

Please provide us with the names of 3 references that can vouch for your character.

Name of Reference: _____

- Position of Reference: _____
- Phone Number: _____

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Name of Reference: _____

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- Phone Number: _____

Have you ever worked with or taught children from ages 9-18? ____ Yes ____ No

If so when and in what capacity?

Do you have any allergies? ____ Yes ____ No

If so what are they?

Do you have any physical limitations that would require work-related accommodations?
If so, what are they?

Do you have any medical conditions or dietary restrictions that we would need to be aware of? If so, what are they?

Of all the people who are applying for this position, why should we hire you? (*Use **ONLY** the space provided.*)