



**Dear Applicant,**

We appreciate your interest in serving on our staff at Circle V Ranch Camp this summer. We are looking for positive, energetic, and dedicated staff who want to impact the lives of children. Although extremely rewarding, it is a job that requires hard work and can be very challenging and difficult at times. It is also a great opportunity to gain valuable experience, make life long friends, learn about yourself, and further appreciate *God*, others, and the great outdoors.

## **The Job**

A job as a Circle V Ranch Camp staff member is extraordinarily demanding and you should only consider applying for a position if you love working with children. Life at camp requires staff members to sacrifice their normal living habits and serve as role models to our campers. This job is not for everyone! Successful counselors are dynamic, energetic and patient people who thrive on being outdoors and recognize that children need support and encouragement to be responsible adults

## **Impact the Lives of Children**

A job at Circle V Ranch Camp is an opportunity to have a lasting positive impact on the lives of children. Circle V Ranch serves children from Orange, Los Angeles, Ventura and Santa Barbara counties, of which 98% attend camp on a campership. We work with foster care agencies, Catholic Charities and many other social service agencies. Our goal is to give kids a chance to get out of the city, and for some, a break from their difficult situations at home to have a week of fun. You will be asked to be a leader and role model for a group of young people twenty-four hours a day.

## **Life Long Friends**

While role modeling for campers is the most important aspect of your job, being a staff member also provides an incredible opportunity to develop friendships with other staff. Circle V Ranch Camp is a very close-knit community and there is something special about living and working with people who share your enthusiasm for working with children. At the end of the summer you will be amazed at the friendships you have made.

## **Application Process**

Please complete and submit the following:

- Camp Staff Application
- Write an essay titled “Why I Want to Work Camp” – Essay must be at least 500 words.
- Summer Staff Reference Form – Must have 3 completed by a non-family member over 18 years old who knows you well. References could be a past employer, educator, or someone who knows you at church.
- Voluntary Disclosure Statement
- Terms of Employment Form

We request that you submit all forms within the next 2 weeks. Your references letters may come in at a later date since those will be sent to our office by your references. Don't wait in sending your paperwork! The sooner you turn it in, the sooner we can schedule your interview.

Please submit all forms to the following address:

**Circle V Ranch Camp**

Att: Ray Lopez

2550 Hwy 154

Santa Barbara, CA 93105

OR

Email: [rlopez@svdpla.org](mailto:rlopez@svdpla.org)

Thank you again for your interest in serving on our staff at Circle V Ranch Camp. I look forward to hearing from you. If you have any questions or concerns, please don't hesitate to contact me at my office at (805)686-2696 or via email

In the Spirit of St. Vincent de Paul,

**Ray Lopez,**  
Camp Director



# CIRCLE V RANCH CAMP EST. 1945

*"Love God, Love Others."*

2550 Highway 154,  
Santa Barbara, CA 93105

[www.circlevranchcamp.org](http://www.circlevranchcamp.org)  
[rlopez@svdpla.org](mailto:rlopez@svdpla.org)

## Seasonal Camp Staff Application

### Personal Information

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

School/Current Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone\_( ) \_\_\_\_\_ e-mail \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone\_( ) \_\_\_\_\_ e-mail \_\_\_\_\_

Will you be at least 18 years old before Staff Week Training? \_\_\_\_\_

Dates Available (from) \_\_\_\_\_ (to) \_\_\_\_\_

How did you hear about Circle V Ranch Camp? \_\_\_\_\_

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation?  Yes  No

If you are hired would you desire or need housing for any person(s) other than yourself at the camp?  Yes  No

### Position Desired please indicate first (1) second (2) choices

\_\_ Counselor      \_\_ Maintenance Assistant      \_\_ Kitchen Assistant

### Experience circle areas in which you have: 1. Minimal Experience 2. Moderate Experience 3. Extensive Experience

Leading Prayer	1 2 3	Maintenance	1 2 3	Low Ropes Course	1 2 3
Leading Peers	1 2 3	Music Leading	1 2 3	Climbing Tower	1 2 3
Group Games	1 2 3	Camping/Outdoors	1 2 3	Arts and Crafts	1 2 3
Team Building	1 2 3	Ministry Experience	1 2 3	Wilderness 1 <sup>st</sup> Aid	1 2 3
Food Service	1 2 3	Lifeguarding/Aquatics	1 2 3	_____	1 2 3

### Education

	Name/Location	# of years attended	Did you graduate?	Subjects studied
High School				
College				
Other School				
Current Occupation				

### Certifications

Are you a lifeguard? \_\_\_\_\_ Are you willing to be trained as one? \_\_\_\_\_

Please list any other courses, special training, or current certifications (including expiration dates) related desired: \_\_\_\_\_

\_\_\_\_\_

**Employment Experience** (please list last three jobs)

Dates	Employer/Supervisor	Address & Phone	Nature of Work	Reason for Leaving

Indicate any employer you do not wish us to contact, and the reason \_\_\_\_\_  
 \_\_\_\_\_

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

Name	Address & City	Phone

**Camp Experience**

Dates	Camp & Director	Location	Camper or Staff?

**Camp 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.

**Adventure/Challenge**

- \_\_\_ Challenging/ropes course
- \_\_\_

**Arts/Crafts**

- \_\_\_ drawing/painting
- \_\_\_ photography
- \_\_\_
- \_\_\_

**Campcraft/Pioneering**

- \_\_\_ hiking
- \_\_\_ orienteering
- \_\_\_ outdoor cooking
- \_\_\_ outdoor living skills
- \_\_\_ overnights
- \_\_\_

**Dance** (list)

- \_\_\_
- \_\_\_

**Drama**

- \_\_\_ theatre
- \_\_\_ poetry (Language Arts)

**Music**

- \_\_\_ singing
- \_\_\_ instrument

**Nature/ Hiking**

- \_\_\_ animals/animal care
- \_\_\_ astronomy
- \_\_\_ birds
- \_\_\_ environmental studies

**Sports/Fitness**

- \_\_\_ archery
- \_\_\_ aerobics/exercise
- \_\_\_ archery
- \_\_\_ baseball/softball
- \_\_\_ basketball
- \_\_\_ bicycling /biking
- \_\_\_ fishing
- \_\_\_ football
- \_\_\_ golf
- \_\_\_ gymnastics
- \_\_\_ informal games
- \_\_\_ martial arts
- \_\_\_ soccer
- \_\_\_ track/field
- \_\_\_

**Water Activities**

- \_\_\_ Kayaking
- \_\_\_ swimming
- \_\_\_ synchronized swim
- \_\_\_

**Miscellaneous**

- \_\_\_ academics
- \_\_\_ community service
- \_\_\_ farming/ranching/garden
- \_\_\_ foreign language
- \_\_\_ leadership development
- \_\_\_ radio/TV/video
- \_\_\_ storytelling
- \_\_\_ team building
- \_\_\_

**Certifications and Camp Support Staff 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

**Buisness/Administration**

- \_\_\_ bookkeeping/accounting
- \_\_\_ computer/technical
- \_\_\_ computer/ software(list)
- \_\_\_ answer phones
- \_\_\_ social media
- \_\_\_ photography

**Health/Safety**

- \_\_\_ CPR
- \_\_\_ first aid
- \_\_\_ lifeguard
- \_\_\_ nursing
- \_\_\_ \_\_\_\_\_
- \_\_\_ \_\_\_\_\_

**Food Service**

- \_\_\_ cooking/meal preparation
- \_\_\_ Food Handler's Permit/Certification
- \_\_\_ menu planning
- \_\_\_ purchasing
- \_\_\_ sanitation
- \_\_\_ \_\_\_\_\_

Answer the following questions *only* if applying for a position requiring driving

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

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

What contributions do you think you can make at camp? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**Harassment** The camp's 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 is not an automatic bar to employment. The type of accusation and when it occurred will be evaluated by the camp before any decision is made.)  Yes  No

Explain \_\_\_\_\_  
 \_\_\_\_\_

**Criminal Record** Have you ever been convicted of a crime, other than a minor traffic offense? If yes, please describe. (Note: a prior conviction is not an automatic bar to employment. The type of conviction and when it occurred will be evaluated by the camp before any decision is made.)  Yes  No

Explain \_\_\_\_\_  
 \_\_\_\_\_

**I authorize investigation of all statements herein, including any checks of criminal records, and release the camp and all others from liability in connection with same. I understand that, if employed, I will be on 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 the designated camp official. I also understand that misrepresentations or falsifications herein or in other documents completed or submitted by the applicant will result in dismissal, regardless of the date of discovery by the camp.**

Signature \_\_\_\_\_ Date \_\_\_\_\_





**Summer Staff Reference Form**

\_\_\_\_\_ has applied for a position with Circle V Ranch Camp.

(Name of Applicant)

He/she is applying to serve with us as \_\_\_\_\_ and has given your name as a reference.  
(position applying for)

To help us evaluate his/her potential for service on our staff, would you please complete this form and return it to the above address listed. This information will be treated confidentially, so we would appreciate your honest opinion. If you do not feel that you know the applicant well enough, or his/her ability in a particular area, please circle the "?" for any of the responses you are not knowledgeable about. Circle the appropriate numbers that reflect your honest opinion. Please add any comments in the space provided below each question if you wish to clarify or expand on your answer.

How long have you known the applicant, and in what capacity? \_\_\_\_\_

Do you know the applicant on a one-on-one basis or in a group context? \_\_\_\_\_

If in a group, what size and type? \_\_\_\_\_

<b>JOB PERFORMANCE</b>	Superior	Good	Average	Fair	Poor	Don't Know
1. Quality of work performance	5	4	3	2	1	?
2. Imagination, resourcefulness, & initiative	5	4	3	2	1	?
3. Ability to work well with others	5	4	3	2	1	?
4. Ability to relate well with children	5	4	3	2	1	?
5. Cooperation with supervisors	5	4	3	2	1	?
6. Responsible & dependable	5	4	3	2	1	?
7. Leadership	5	4	3	2	1	?
8. Uses good judgment	5	4	3	2	1	?

**PERSONAL CHARACTERISTICS & QUALITIES**

1. General appearance & neatness	5	4	3	2	1	?
2. Health, energy, & endurance	5	4	3	2	1	?
3. Emotional maturity & stability	5	4	3	2	1	?
4. Willingness to learn	5	4	3	2	1	?
5. Social ability & friendliness	5	4	3	2	1	?
6. Spiritual maturity & stability	5	4	3	2	1	?
7. Honesty & integrity	5	4	3	2	1	?



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Please place an "X" along the line to indicate where you feel the applicant's personality best fits between the two extremes.

Extrovert \_\_\_\_\_ Introvert

Detailed \_\_\_\_\_ General

Rigid \_\_\_\_\_ Flexible

Loud \_\_\_\_\_ Quiet

High Energy \_\_\_\_\_ Low Energy

Talker \_\_\_\_\_ Listener

Please list areas of strength that you feel the applicant has: \_\_\_\_\_

\_\_\_\_\_

Please list areas that you feel are in need of improvement: \_\_\_\_\_

\_\_\_\_\_

If you have any other comments you would like to add to help us evaluate this applicant, please use the space provided below: \_\_\_\_\_

\_\_\_\_\_

Please indicate your recommendation for the applicant:

Highly recommend  Recommend  Recommend with reservation  Do not recommend

What reason would you give for hiring or not hiring this applicant? \_\_\_\_\_

\_\_\_\_\_

Please provide the following information, Are you 18 years or older? Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail to:

**Circle V Ranch Camp**

Attn: Ray Lopez  
2550 Highway 154  
Santa Barbara, CA 93105

OR

Email: [rlopez@svdpla.org](mailto:rlopez@svdpla.org)



## Terms of Employment

Society of St. Vincent De Paul is an equal opportunity employer and selects the best matched individual for the job based upon job related qualifications, regardless of race, color, creed, gender, sexual orientation, national origin, age, handicap, or other protected groups under state, federal, or local equal opportunity laws.

### I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
2. It is my understanding that Society of St. Vincent De Paul will make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by Society if St. Vincent De Paul and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to dismissal.
3. I agree that my employment may be terminated by this company at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to a search of my person and I hereby waive all claims for damages on account of such examination. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with Society of St. Vincent De Paul. I consent to take a medical examination by a qualified physician at the discretion of my employer.
4. Society of St. Vincent De Paul has my permission to obtain emergency medical treatment for me. Society of St. Vincent De Paul has my permission to use photographs of me for use in their brochure or other advertising.
5. Society of St. Vincent De Paul has the absolute right, for any or no reason, to take any personnel action, including the right to discipline employees and terminate the employment relationship at any time, with or without advance notice.
6. I further understand that this is an application for employment and that no employment contract is being offered.

I have read and understand the above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Voluntary Disclosure Statement**  
**All Camp Staff** **FM 16**  
 Developed and approved by the  
 american **CAMP** association®

Mail this form to the address below by \_\_\_\_\_ (date)

Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Last First Middle

Home address \_\_\_\_\_  
Street Address City State Zip

Social Security # **NOT REQUIRED** Other names by which known (e.g., maiden name) \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone (if applicable) \_\_\_\_\_

Cell phone (optional) \_\_\_\_\_ E-mail address (optional) \_\_\_\_\_

School or College \_\_\_\_\_

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

Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_ 1. Previous

residence(s) for last five years (include college and home residences): State \_\_\_\_\_ Years \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Years \_\_\_\_\_

(Continue on separate sheet, if necessary.)

2. Have you ever been arrested and/or charged with a crime? (This includes all arrest and charges whether or not they were dismissed, deemed nolle prosequi, deferred adjudication, or found not guilty.)  Yes  No

3. Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?  Yes  No

If yes, please explain: (Use a separate sheet, if necessary.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Have you ever been convicted of any crime including, but not limited to, those listed below and/or any crime similar in any manner to those listed below?  Yes  No

- Indecent assault and battery on a child under fourteen
- Indecent assault and battery on a mentally retarded person
- Indecent assault and battery on a person who has obtained the age of fourteen
- Rape
- Rape of a child under sixteen with force
- Assault with intent to commit rape
- Kidnapping of a child under sixteen with intent to commit rape
- Distribution and trafficking of narcotics or other controlled substances
- Intent to commit any of the above crimes.

If yes, please explain: (Use a separate sheet, if necessary.)

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5. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?  Yes  No

If yes, please explain: (Use a separate sheet, if necessary.)

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6. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to a domestic order or protection?  Yes  No

If yes, please explain: (Use a separate sheet, if necessary.)

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7. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?  Yes  No

If yes, please explain:

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I understand that:

- a) The camp may deny employment to any person who answers "yes" to any one of questions 2-7. If hired and the employer later discovers circumstances that would indicate a "yes" answer to any of the above questions, employment may be terminated immediately.
- b) The information provided on this form is subject to verification, which may include a criminal history check and request from any Central Registry of child abusers. (A separate release form may be required)
- c) The camp may terminate employment or volunteer service of any person if that person is found, regardless of when discovered, to:
  - 1) have a history of complaints of abuse of a minor;
  - 2) have resigned, been terminated, or been asked to resign from a position whether paid or unpaid, due to complaint(s) of sexual abuse of a minor; and/or
  - 3) have falsified or omitted information in this disclosure statement.
- d) This disclosure statement must be updated yearly and immediate notification provided to the camp if any information provided changes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Minor's Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_