

REGIS HOUSE COMMUNITY CENTER

2212 Beverly Blvd., Los Angeles, CA 90057 Phone: (213) 380-8168

**Applications Due
By: May 5th**

**Incomplete
applications will
not be reviewed**

2017 SUMMER PROGRAM VOLUNTEER / STAFF APPLICATION

PERSONAL INFORMATION *(Please Print Neatly)*

Age: _____ DOB: _____ / _____ / _____

Full Name: _____ SS#: _____ / _____ / _____

Address: _____ Apt. #: _____ City: _____ State/Zip _____

Home Phone: () _____ Cell Phone: () _____ Email: _____

What other language(s) do you speak?: _____ Read/Write? Yes No

Do you have a driver's license? Yes No State issued _____ Number _____

Do you have certification in: **First Aid and/or CPR?** Yes No If yes, what is the expiration date: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes No **If yes, (1)** please explain number of conviction(s), **(2)** nature of offense(s) leading to conviction(s), **(3)** how recently such offense(s) was/were committed, **(4)** sentence(s) imposed, and **(5)** type(s) of rehabilitation received: _____

EDUCATION

Type of School	Name of School	Location (Complete Address)	Number of Years/Grade Completed	Major / Degree Year Graduated/ Year to Graduate
Middle School				
High School				
College				
Bus. or Trade				

EMPLOYMENT/OR VOLUNTEER EXPERIENCE

Please list two previous years of experience, and **complete** all sections

Employer **Name of Supervisor** **Address/City/Zip** **Phone** **Dates**

1. _____

Nature of work: _____ Reason for leaving: _____

2. _____

Nature of work: _____ Reason for leaving: _____

REFERENCES

List three teachers/employers or counselors, who have knowledge of your character, experience and ability (please do **NOT** list friends or family members). **All information must be included.**

Name **Address/City/Zip** **Telephone #** **Relationship**

1. _____

2. _____

3. _____

AREAS OF INTEREST

Please circle all the areas that you are able to teach/or willing to participate in:

ARTS AND CRAFTS: Camp Crafts, Nature Crafts, Sewing, Paper Crafts

DANCE: Aerobic, Folk Dancing, Group dancing, Hip-Hop, Disco, Zumba

DRAMA: Skits, Plays, Storytelling, Song Leading, Impersonation

GAMES: Indoor games, Informal Games, New Games, Team play, Sports

CULINARY SKILLS: Basic Cooking and Baking Skills

NATURE: Astronomy, Conservation/Ecology, Animals, Flowers, Insects, Birds

OUTDOOR SKILLS: Backpacking, Hiking, Overnight camping, Out-Door Cooking

SWIMMING: Lifeguard, Pool Safety, Water Games, Swimming, etc.

PUBLIC TRANSPORTATION: Knowledge of MTA, **OTHER:** _____

I understand that even though I may not have circled all of the areas of interest that this job experience requires that I participate to the best of my ability in all activities. **I acknowledge that I must be prepared to wear a bathing suit on swim days, learn, teach & sing songs, and interact with children, other staff and supervisors in a positive way every day.**

AUTOBIOGRAPHY ESSAY

On an attached piece of paper, please tell us about yourself, and answer the following questions completely: **(Must be at least one WHOLE page long, no short answers.) Thank you!**

- 1) Why do you want to work at Regis House Summer Day Camp Program?
- 2) How will you make a difference in child's experience of day camp?
- 3) What do you think are your **three** greatest strengths, and your **three** greatest weaknesses?
- 4) Share any experience you have had with day camp or working with children.

I authorize examination of all statements contained in this application. I understand that false statements or inaccuracy of facts requested is cause for dismissal. By signing and returning this application I agree to participate in staff training and to abide by the policies set forth. **I understand that my period of service maybe terminated at any time without prior notice.**

X _____
Signature

Date

How did you hear about Regis House Summer Day Camp? _____

Are you available everyday Monday – Friday starting June 10 – July 14, 2017? Yes No

If no, please give us the dates you are available. _____

***Staff Training June 12-June 16, 2017 is MANDATORY**

Please make sure you are sending in a completed application (no empty spaces):

- Autobiography (Must be at least one page)
- All required signatures and Parent Information – If parents signature is forged, you will be dismissed immediately from volunteering.
- Identification Card (School, Driver's License, or CA ID)
- Report Card (2.5 GPA needed)
- References

PARENT/GUARDIAN INFORMATION

Mother's Name _____ Father's Name _____
Address _____ Address _____
City/State/Zip _____ City/State/Zip _____
Home Phone () _____ Home Phone () _____
Work Phone () _____ ext. _____ Work Phone () _____ ext. _____
Cell Phone () _____ Cell Phone () _____
Email _____ Email _____

Emergency Contact _____ Phone () _____ Relationship _____

Teen/young adult lives with: Both Parents _____ Mother _____ Father _____ Roommate _____ Other _____
If other, please explain _____

If parents are divorced, who is the legal guardian? _____

***Parent meeting June 10, 2017**

If you are under 18 years of age, a parent must sign below.

I give my son/daughter permission to work/or volunteer at Regis House Summer Program June 10 – July 14, 2017. I give my permission for my son/daughter to leave Regis House property during program hours with adult Regis House staff. I give permission for emergency medical treatment in case of an accident and release Regis House staff, and volunteers of personal liability.

X _____

***Parent/Guardian Signature**

_____ **Date**

Parent must sign & sign with pen – **Parent will be called to confirm.*

Other Information:

_____ My teen will walk to Regis House on their own.

_____ My teen will be dropped off at Regis House by an adult every day.

_____ My teen will walk home by his/herself at 5:00pm after Regis House Summer Program

_____ My teen has to wait for an adult to pick him/her up by 5:00pm after Regis House Summer Program

The following persons are the **ONLY** persons authorized to pick-up my teen up at Regis House:

NOTE: If you are currently in school, you must provide a school ID and most current report card.