



POCONO PLATEAU CAMP & RETREAT CENTER

304 Pocono Plateau Rd., Cresco, PA 18326
PHONE 570-676-3665 FAX 570-676-9388

APPLICATION FOR EMPLOYMENT

If you are also submitting a resume, you may refer to it in the sections below instead of writing in the information.

Name: _____
Last First M.I.

___ I am at least 14 years old ___ with Working Papers ___ I am at least 16 years old ___ with Working Papers

___ I am 18 years old or older ___ I am over 21 years old

Position (Service Area) applying for: _____

Date of earliest availability: _____ Desired hours per week: _____

Permanent Address: _____ **E-mail:** _____

Street _____
Street City State Zip

Day Phone: _____ Cell Phone: _____

Temporary / College Address (if applicable):

Street _____
Street City State Zip

Day Phone: _____ Cell Phone: _____

EDUCATION:

High School
City, State _____ Years _____ Graduated: Yes _____ No _____

College
City, State _____ Years _____ Degree _____ of Study _____
Field

College
City, State _____ Years _____ Degree _____ of Study _____
Field

Technical School
City, State _____ Years _____ Degree _____ of Study _____
Field

Graduate School
City, State _____ Years _____ Degree _____ of Study _____
Field

Continuing Education
City, State _____ Years _____ of Study _____
Field

WORK STATUS:

Do you have a legal right to reside in and accept employment in the United States? _____

Have you ever been convicted of an offense against the law (except for minor traffic violations or youthful offender status)? ___ NO ___ YES

If yes, give details and disposition on separate sheet.
An affirmative answer is not an automatic denial of employment.

EMPLOYMENT & VOLUNTEER HISTORY:

EMPLOYMENT HISTORY:

1) Name & Address of Employer: _____
_____ Dates Employed: _____
Position Held: _____ Name/Phone # of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____

2) Name & Address of Employer: _____
_____ Dates Employed: _____
Position Held: _____ Name/Phone # of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____

3) Name & Address of Employer: _____
_____ Dates Employed: _____
Position Held: _____ Name/Phone # of Supervisor: _____
Description of Duties: _____
Reason for Leaving: _____

* For organizations with whom you've volunteered, please only list those for which you served one or more continuous weeks.

VOLUNTEER HISTORY:

1) Volunteer Organization: _____
Address of Organization: _____
Volunteer Dates: _____
Brief Description of Volunteer Work: _____

2) Volunteer Organization: _____
Address of Organization: _____
Volunteer Dates: _____
Brief Description of Volunteer Work: _____

3) Volunteer Organization: _____
Address of Organization: _____
Volunteer Dates: _____
Brief Description of Volunteer Work: _____

REFERENCES:

Please list three adults (not relatives) who can attest to your work habits, skills & abilities related to the position, and your working relationship. **Ask them to send a letter of reference to the Pocono Plateau Attention: Personnel.**

1. Name _____ Relationship to you _____
Address _____ Day Phone _____
City _____ State ____ Zip _____ Cell Phone _____

2. Name _____ Relationship to you _____
Address _____ Day Phone _____
City _____ State ____ Zip _____ Cell Phone _____

3. Name _____ Relationship to you _____
Address _____ Day Phone _____
City _____ State ____ Zip _____ Cell Phone _____

Pocono Plateau is committed to providing a safe and secure environment for all children and youth who visit our facility. Therefore **all employees are subject to screening policies** which include a PA State Police Criminal Background Check, Child Abuse History Clearance, and FBI Criminal Check (fingerprint).

***All background checks must be provided to Pocono Plateau before employment can begin.**

SIGNATURE:

◆ In signing this application, I affirm that all the information provided, including any attached sheets are complete and accurate. I also give Pocono Plateau permission to contact former employers, volunteer organizations and references to confirm the accuracy of the information and inquire about my workplace character and job skills.

Applicant's Signature: _____ Date: _____

Please mail your application directly to:

Attention: Personnel
Pocono Plateau Camp & Retreat Center
304 Pocono Plateau Road
Cresco, PA 18326

Or email to:

camp@poconoplateau.org

