



Return to:  
 K.E.E.P., Inc.  
 11 Park Lake Road  
 Sparta, NJ 07871  
[www.keepkids.org](http://www.keepkids.org)  
 973-383-2213

*(Please type or print.)*

Date of Application: \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Permanent Address \_\_\_\_\_  
*Street & Number City State Zip*

Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
*Area & Number*

Cell Phone \_\_\_\_\_

Dates Available: From \_\_\_\_\_ To \_\_\_\_\_ Hours Available \_\_\_\_\_

What type of position are you applying for \_\_\_\_\_ Hourly Wage Desired \_\_\_\_\_

Do you meet or exceed any minimum age requirements for that position?  Don't know minimum age  Yes  No

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

**Past Work History** Provide a full record of all employment – paid and volunteer – and explain any gaps in employment. Include any positions on camp staff. Use a separate sheet if necessary.

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

**Child Care Experience [Professional and/or Volunteer]**

Dates	Name	Location	Phone

**Education [High School and Beyond]**

Years	School	Major Subjects	Degree Granted

**Activity 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 “C” *after* those in which you have a *current* certification and attach a copy of your certification.

**Adventure/Challenge**  
 challenge/ropes course  
 climbing/rappelling  
 spelunking/caving  
 \_\_\_\_\_  
 \_\_\_\_\_

**Arts/Crafts**  
 ceramics  
 drawing/painting  
 leather craft  
 metal work  
 photography  
 woodworking  
 \_\_\_\_\_  
 \_\_\_\_\_

**Campcraft/Pioneering**  
 backpacking  
 campcraft  
 hiking  
 orienteering  
 outdoor cooking  
 outdoor living skills  
 overnights  
 wilderness trips  
 \_\_\_\_\_  
 \_\_\_\_\_

**Dance (list)**  
 \_\_\_\_\_  
 \_\_\_\_\_

**Drama**  
 clowning  
 theater  
 \_\_\_\_\_  
 \_\_\_\_\_

**Music**  
 singing  
 instrument (list)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Nature**  
 animals/animal care  
 astronomy  
 birds  
 environmental studies  
 flowers  
 forestry  
 insects  
 rocks/minerals  
 weather  
 \_\_\_\_\_  
 \_\_\_\_\_

**Sports/Fitness**  
 aerobics/exercise  
 archery  
 baseball/softball  
 basketball  
 bicycling/biking  
 boxing  
 fencing  
 fishing  
 football  
 golf  
 gymnastics  
 hockey (ice/inline)  
 horseback riding (English)  
 horseback riding (Western)  
 informal games  
 martial arts  
 riflery  
 skating (ice, roller, in-line)  
 soccer  
 snow sports (list)  
 \_\_\_\_\_  
 tennis  
 track/field  
 volleyball  
 wrestling  
 \_\_\_\_\_  
 \_\_\_\_\_

**Waterfront Activities**  
 board sailing/wind surfing  
 canoeing  
 diving  
 kayaking  
 rafting  
 rowing  
 sailing  
 SCUBA  
 swimming  
 synchronized swimming  
 water skiing  
 \_\_\_\_\_

**Miscellaneous**  
 academics  
 aviation  
 community service  
 farming/ranching/gardening  
 foreign language  
 leadership development/CIT  
 radio/TV/video  
 storytelling  
 team building  
 worship services/religious studies  
 \_\_\_\_\_  
 \_\_\_\_\_

**Certifications and Support Staff Skills** In the following list, please check those items in which you have experience and skills. Mark a "C" those for which you hold current certification and attach a copy of your certification.

**Business/Administration**

- \_\_\_\_\_bookkeeping/accounting
- \_\_\_\_\_computer/technical
- \_\_\_\_\_computer/software (list)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Health/Safety**

- \_\_\_\_\_CPR
- \_\_\_\_\_first aid
- \_\_\_\_\_lifeguard
- \_\_\_\_\_nursing
- \_\_\_\_\_
- \_\_\_\_\_

**Maintenance**

- \_\_\_\_\_ auto mechanics
- \_\_\_\_\_carpentry
- \_\_\_\_\_electrical
- \_\_\_\_\_plumbing
- \_\_\_\_\_
- \_\_\_\_\_

**Food Service**

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

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

Are you available to travel to different locations?  Yes     No

What contributions do you think you can make to KEEP?

What contributions do you think a well-run child-development program can make to a child?

**Harassment** The organization'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 organization before any decision is made.)

Yes  No

Explain

### **Criminal Record**

1. 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 organization before any decision is made.)

Yes  No

Explain

I authorize investigation of all statements herein, including any checks of criminal records, and release K.E.E.P., Inc. and all others from liability in connection with same. I understand that, if employed, I will be an at-will employee. 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 K.E.E.P., Inc.

Signature \_\_\_\_\_

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