



EMPLOYMENT APPLICATION

2315 Harmon Lake Road Mayville, MI 48744
989-673-2050 fax: 989-673-6355 www.thefowlercenter.org

Applicants are considered for employment without regard to race, color, religion, sex, national origin, marital or veteran status, or the presence of a non-job-related medical condition or disability. The Fowler Center is an alcohol-free, drug-free and violence free environment.

Please type or print all information

PERSONAL INFORMATION:

Name _____ Date _____

Present Address _____

City _____ State _____ Zip _____ Phone () _____

Permanent Address _____

City _____ State _____ Zip _____ Phone () _____

E-Mail Address _____ Cell Phone () _____

If you are not over the age of 18, please state age: _____ (*18 is the required age for some positions*)

EDUCATION:

High _____ City, State _____ Graduation Date _____

College _____ Graduation or Expected Date _____

Major _____ Minor _____ Degree _____

Grad School _____ Graduation or Expected Date _____

Major _____ Minor _____ Degree _____

EMPLOYMENT (*most recent first*):

1) Employer _____ Dates _____

Job Responsibilities _____

Phone Number _____ Reason for Leaving: _____

2) Employer _____ Dates _____

Job Responsibilities _____

Phone Number _____ Reason for Leaving: _____

3) Employer _____ Dates _____

Job Responsibilities _____

Phone Number _____ Reason for Leaving: _____

VOLUNTEER EXPERIENCE (*most recent first*):

- 1) Organization _____
 Phone Number _____ Dates _____
- 2) Organization _____
 Phone Number _____ Dates _____

I AM APPLYING FOR (*inquire in office for current openings*):

Office

- Office Manager
- Buisness Manager
- Office Assistant

Dietary

- Dietary Supervisor
- Cook
- Aide

Maintenance

- Maintenance Supervisor
- Maintenance Assistant
- Housekeeper

Program –Summer (residential, 10 week committment)

- Head Counselor
- Program Coordinator
- Lead Cabin Counselor
- Cabin Counselor
- Outpost Coordinator
- Outpost Counselor
- Program Instructor
 - Sports & Rec
 - Creative Arts
 - Lifeguard
 - Equestrian Aide
 - Barn & Garden
 - Outdoor Education
 - Challenge Facilitator

Program – seasonal, as needed

- Group Events Activity Aide
- Weekend Respite Counselor (residential)
- Lifeguard
- Challenge Facilitator

Equestrian

- Equestrian Supervisor
- Barn Coordinator

Medical

- Health Officer (RN or LPN)
- Health Assistant
- Med Check-In

CERTIFICATIONS:

Check the current licenses or certificates you hold.

	Expires
_____ Valid Driver’s License	(<i>circle</i>) Yes No
_____ Chauffer’s License	(<i>circle</i>) Yes No
_____ Commercial Driver’s License	(<i>circle</i>) Yes No
_____ Registered Nurse, License # _____	_____
_____ Licensed Practical Nurse, License # _____	_____
_____ American Red Cross Water Safety Instructor or equivalent	_____
_____ American Red Cross Lifeguard or equivalent	_____
_____ American Red Cross CPR Professional Rescuer or equivalent	_____
_____ American Red Cross CPR Community & Workplace or equivalent	_____
_____ American Red Cross First Aid or equivalent	_____
_____ American Canoe Association: Canoeing Level _____	_____
_____ Wilderness First Aid	_____
_____ Wilderness First Responder	_____
_____ Medication Management Training, Agency: _____	_____
_____ Other: _____	_____

PERSONAL PROFILE:

Positions at The Fowler Center include heavy lifting, strenuous activities, and long hours. Do you have any physical, psychological, or medical conditions that would limit your job performance for the position in which you are applying? Yes No. If yes, please describe:

Please answer the following questions honestly and thoughtfully. Please attach additional pages if necessary.

1. Describe any experiences you have had working with individuals with special needs. If you have not had any experiences (it is not a requirement), please explain your desire to do so at The Fowler Center.
2. What is your philosophy regarding working with people with special needs.
3. What personal qualities and/or skills would you bring to camp that would help to meet our campers' individual needs?
4. What contributions do you feel that you can make, or think that would be important to assure that the campers have a positive experience while at The Fowler Center?
5. Please list any clubs or organizations of which you are a member.
6. What are some of your hobbies or interests?
7. Is there anything else that you would like to add?

PLEASE FILL OUT THIS SECTION IF YOU ARE APPLYING FOR A “PROGRAM” POSITION

SKILLS/INTEREST (please rate items on a scale of 1-3):

1 = items in which you are skilled and have an ability to teach,

2 = items with which you have had some experience

3 = items in which you may have no skill, but do have an interest.

Arts & Crafts

- Adaptive Craft Activities
- Candle Making
- Ceramics
- Drawing
- Handi-Crafts
- Jewelry/Beading
- Leather Crafts
- Nature Crafts
- Painting Activities
- Paper Making
- Recycled Crafts
- Tie Dye
- Working w/ Plaster of Paris
- Other: _____

Music/Dance

- Folk Dance
- Guitar
- Leading Songs
- Line Dancing
- Making Music
- Singing
- Social Dancing
- Square Dancing
- Other: _____

Sports/Recreation

- Adaptive Sports Activities
- Archery
- Badminton/Tennis
- Basketball
- Football
- Group Games
- Hockey
- Kickball
- New Games
- Soccer
- Softball/T-ball
- Volleyball
- Other: _____

Equine Activities

- Adapted Riding
- English Riding
- Instructions /Lessons
- Stable Management
- Tack Care
- Western Riding
- Other: _____

Small Animals/Garden

- Gardening
- Harvesting
- Llama Wrangling
- Planting
- Small Animal Care
- Starting Seeds
- Transplanting
- Other: _____

Waterfront

- Adapted Aquatics
- Canoeing
- Fishing
- Pontoon Boats
- Rowing
- Swimming
- Water Games
- Other: _____

Outdoor Living Skills

- Backpacking
- Fire Building
- Hiking
- Overnight Camping
- Orienteering
- Outdoor Cooking
- Survival Skills
- Other: _____

Outdoor Education

- American Pioneer History
- Bird Identification
- Composting/recycling
- Environmental Education
- Insect Identification
- Native American Crafts
- Native American Culture
- Tree/Plant Identification
- Weather
- Wetlands Knowledge
- Wild Edibles
- Other: _____

Challenge Course Skills

- Belay Techniques
- High Ropes Facilitation
- Low Ropes Facilitation
- Rock Climbing
- Team Building Initiatives
- Technical Tree Climbing
- Zipline Procedures
- Other: _____

Dramatics

- Campfire Programs
- Puppets
- Storytelling
- Talent Show
- Theater
- Other: _____

PLEASE FILL OUT THIS SECTION IF YOU ARE APPLYING FOR A “MEDICAL” POSITION

SKILLS (please rate items on a scale of 1-3):

- 1 = items in which you are skilled and have an ability to teach,
- 2 = items with which you have had some experience
- 3 = items in which you have had no experience.

Diabetes and Hypoglycemia

- Early Warning Signs
- Nutrition & Diet

Epilepsy

- Diastat Administration
- Seizure Recognition
- VNS Procedure

Injections

- Sub-dermal
- Intramuscular
- Intravenous
- Phlebotomy

Transfers

- One person
- Two Person
- Hoyer Lift
- Trixie Lift

Universal Precautions

- Airborne Pathogens
- Bio- Hazard Disposal
- Blood Borne Pathogens
- Hand Washing
- Glove Etiquette
- Needle Etiquette
- STIs

First Aid

- Allergic Reactions
- ARC Instructor
- Burns
- Splinting
- Sprains
- Strains
- Insect Bites/Stings

Medications

- Administration of...
- Interactions
- 5 Rights
- Record Keeping
- Storage

REFERENCES:

Please list three references who are NOT related to you that you have know for at least 6 months. Employers, professors, clergy, advisors and other individuals who have seen you in leadership positions are great.

- 1. Name _____ Relationship _____
E-mail address: _____
Day-time Phone () _____ Evening Phone () _____
- 2. Name _____ Relationship _____
E-mail address: _____
Day-time Phone () _____ Evening Phone () _____
- 3. Name _____ Relationship _____
E-mail address: _____
Day-time Phone () _____ Evening Phone () _____

PLEASE CIRCLE 'YES' or 'NO' FOR THE FOLLOWING QUESTIONS:

- Have you ever been convicted of a crime involving theft or drugs? Yes / No
- Have you ever been convicted of a crime involving violence? Yes / No
- Have you ever been disciplined or discharged by an employer for sexual harassment? Yes / No
- Have you ever been convicted for abuse or any sex-related crime? Yes / No
- Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them? Yes/ No

Please note that employment at The Fowler Center is subject to and conditional upon:

- 1) verification of previous employment, references, and minimum age requirements
- 2) review of previous convictions; guilty plea; plea bargain; no contest plea
- 3) completion of I-9 and verification of eligibility to work in the USA

I certify that all statements and information given on this application is true and complete to the best of my knowlegde. I give permission for previous employers to share my employment information. I understand that falsified information is grounds for immediate dismissal.

Signed: _____ Date: _____