

# El Ranchito

## Staff Application 2015

(Job descriptions posted at [www.elranchito.org](http://www.elranchito.org) )

Please attach or email  
your resume and a  
recent photo of yourself.

Office Use Only:  
CCD: \_\_\_\_\_  
NDCD: \_\_\_\_\_  
ED: \_\_\_\_\_

Staff employment for most positions runs June 6<sup>th</sup> through July 6<sup>th</sup>, 2015, including staff training and camp take down; **some start earlier and end later**. Consult job descriptions for details. Please fill this application out completely and **print neatly**. You may submit the application by email to: [employment@elranchito.org](mailto:employment@elranchito.org) or by mail to: El Ranchito, 16037 Hamilton Pool Rd, Austin, TX 78738.

**Please list position(s) for which you would like to be considered:** \_\_\_\_\_  
Dates of availability: Start \_\_\_\_\_ End \_\_\_\_\_

Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_

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

Marital Status: \_\_\_\_\_ Ethnicity (optional): \_\_\_\_\_ Other Phone: \_\_\_\_\_

Current Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Do you have any food allergies or a special diet?  No  Yes. If Yes: \_\_\_\_\_

1. Do you use tobacco?  No  Yes (Please note, El Ranchito does not permit smoking or other tobacco use at any time.)
2. Do you have any condition that might limit your ability to hike uneven terrain and watch over/safeguard children?  No  Yes
3. Are there any reasons you may have difficulty performing any of the essential elements of the job you seek?  No  Yes

If you answered yes to any of #1-3 above, please explain: \_\_\_\_\_

Please describe how you learned about El Ranchito: \_\_\_\_\_

### EDUCATION

Please provide details for your high school and college education below.

High School: \_\_\_\_\_ City/State: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College/University	City/State	Yrs completed	Major	Degree/Year

Are you currently a college student?  No  Yes

Are you currently a graduate student?  No  Yes

Are you a certified school teacher?  No  Yes

Are you in pursuit of a teaching certificate?  No  Yes

### SELF EVALUATION

Please use the following numerical rating system in evaluating yourself in the categories below:

1-well above average; 2-above average; 3-average; 4-below average; 5-unable to rate oneself due to lack of experience.

\_\_\_\_ Ability to relate to youth grades 4-9.

\_\_\_\_ Flexibility.

\_\_\_\_ Willingness to volunteer.

\_\_\_\_ Ability to relate to youth grades 10-12.

\_\_\_\_ Dependability.

\_\_\_\_ Ability to relate to authority figures.

\_\_\_\_ Ability to remain calm in stressful situations.

\_\_\_\_ Role model for kids.

\_\_\_\_ Leadership ability.

\_\_\_\_ Ability to follow and enforce rules.

\_\_\_\_ Honesty.

\_\_\_\_ Organizational ability.

\_\_\_\_ Ability to direct/supervise a staff team.

\_\_\_\_ Willingness to clean up.

\_\_\_\_ Written and oral communication

### MOST RECENT CAMP EMPLOYMENT EXPERIENCE

Camp Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Website: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER EMPLOYMENT EXPERIENCE** Please list below your other employment experience for at least the past five years; include experience working with children and/or outdoors. Feel free to attach a resume in addition to filling in the information below.

Position Held: \_\_\_\_\_ Employer: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Dates: \_\_\_\_\_  
 Description of Duties: \_\_\_\_\_

Position Held: \_\_\_\_\_ Employer: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Dates: \_\_\_\_\_  
 Description of Duties: \_\_\_\_\_

Position Held: \_\_\_\_\_ Employer: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Dates: \_\_\_\_\_  
 Description of Duties: \_\_\_\_\_

Position Held: \_\_\_\_\_ Employer: \_\_\_\_\_ City/State: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Dates: \_\_\_\_\_  
 Description of Duties: \_\_\_\_\_

**CHARACTER REFERENCES** Please list below three individuals who can act as character references for you. References should be limited to former employers, teachers, coaches, advisors or camp supervisors. References should not be family members or friends.

<u>Reference Name</u>	<u>Email Address</u>	<u>Phone</u>	<u>Relationship</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**CERTIFICATIONS/LICENSES HELD**

e.g., CPR, First Aid, Wilderness First Aid, Lifeguard, Water Safety Instructor, EMT (identify with expiration dates):

\_\_\_\_\_

Other certificate(s) which might have some bearing upon your selection for employment (include expiration dates):

\_\_\_\_\_

- Do you hold a valid driver's license?  No  Yes If Yes, what state? \_\_\_\_\_
- Do you have experience driving a 15-passenger van?  No  Yes
- Would you be willing to be a van driver?  No  Yes
- Do you hold a valid CDL?  No  Yes
- Have you ever been convicted of a DWI, DUI, MIP or similar offense?  No  Yes
- Have you had any traffic citations in the past 3 years?  No  Yes
- Are you legally allowed to work in the United States?  No  Yes

**PERSONAL SKILLS SECTION** Please put the numeral "1" before those activities you can organize and teach as the instructor. Use a "2" for those activities you can assist in teaching. Leave blank those activities for which you cannot teach or assist.

**ADVENTURE**

hiking  
 backpacking  
 rock climbing  
 map and compass  
 orienteering  
 shelter building  
 campfire building  
 outdoor leadership  
 kayaking/canoeing  
 caving

**RECREATION**

soccer  
 volleyball  
 dodgeball, kickball  
 circle or line games  
 table games

**ARTS**

painting  
 drawing  
 woodwork  
 print making  
 leather work  
 beading  
 weaving  
 paper making  
 tie dye  
 pottery  
 creative writing  
 poetry  
 nature journaling  
 storytelling  
 Indian Lore  
 play-acting  
 photography

**MEDICAL / SAFETY**

RN or LPN  
 EMT  
 Wilderness 1<sup>st</sup> Aid  
 Basic First Aid  
 Lifeguard  
 Water Safety Instructor  
 Kayaking safety

**CONSERVATION**

trail design/construction  
 trail maintenance  
 habitat restoration  
 plant surveys  
 animal surveys  
 Leave No Trace

**FOOD SERVICES**

outdoor cooking  
 food prep for big groups  
 backpack food planning

**NATURE STUDY**

ecological principles  
 plant ecology  
 animal ecology  
 edible plants  
 aquatic invertebrates  
 bird watching

**MUSIC**

Acoustic instruments you play:  
 \_\_\_\_\_  
 Do you play acoustic music?  No  Yes  
 Can you lead camp songs?

**COMMUNITY**

team-building  
 group contract  
 mediation  
 problem-solving  
 leadership skills

Are you conversant in a foreign language?  No  Yes If yes, indicate language(s): \_\_\_\_\_

Could you create morning circle/evening circle and sharing time ceremonies?  No  Yes

Are you comfortable leading morning circle/evening circle and sharing time ceremonies?  No  Yes

1. Briefly describe the extent of your camp and camping experience.

\_\_\_\_\_  
 \_\_\_\_\_

2. What experience have you had in dealing with children of the ages 9-18?

\_\_\_\_\_  
 \_\_\_\_\_

3. Explain why you want to work with El Ranchito and what you feel you can offer as a leader.

\_\_\_\_\_  
 \_\_\_\_\_

4. Have you ever been convicted of a crime or are there any legal charges pending against you?  No  Yes If yes, please explain in detail: \_\_\_\_\_

*I authorize the investigation of any or all statements contained in this application and also authorize any person, school, law enforcement agency, current employer, past employers and organizations named in this application to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.*

*I hereby give permission to El Ranchito to obtain information relating to my criminal history record. The criminal history record, as received from reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.*

*I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify El Ranchito and their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a staff member/volunteer.*

*I have read, understand, and by my signature, consent to these statements.*

Applicant Name (Please Print)

Applicant Signature

Date