

Forest Lawn Scout Reservation Camps Seasonal Employment Application

Forest Lawn Scout Reservation summer and winter camps at Lake Arrowhead in the San Bernardino Mountains are operated by the Los Angeles Area Council, Boy Scouts of America.

Opportunities to serve Scouting as a member of the Los Angeles Area Council Camps Staff are available to outstanding applicants. Competition for employment is keen; the jobs demanding; the experience exhilarating.

Applicants are considered for positions without regard to race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability, military service, pregnancy, genetic characteristics, or medical condition or any other legally protected status under federal, state or local law.

- The preferred minimum age requirement is 15, although volunteers in the Youth Resident Program may be age 14. Boy Scouts of America standards require that applicants be a minimum of age 18 or 21 for some positions (see details on page 6 of this application).
- Staff members are generally employed from approximately the third Sunday in June until the end of August for the summer season, and January thru March during the winter season. The length of employment varies with the job assignment. The approximate timeframe for seasonal employment does not create an express or implied contract of employment. All employees are employees at will and can terminate their employment or be terminated at any time with or without cause and with or without notice.
- Applicants must be registered members of the Boy Scouts of America, or agree to become registered before employment begins. Members of the Boy Scouts of America must practice the principles of the Scout Oath (Scout Promise) and Scout Law as a way of life, including the Declaration of Religious Principle.
- Staff members are expected to set an example of excellence in Scouting, which includes proper wearing of the Scout uniform.
- Salary is based on position responsibility with consideration given to the individual's experience.
- Review the list of jobs in the various camps on Page 6 and indicate three (3) preferences on the application on Page 3. A brief resume of your experience for each of your choices is requested.
- Some positions require some vehicle driving. Applicants for those positions must supply a current driving record from the state of license to qualify for such a position.

How to apply:

- References are important. Please have one of your references write a letter of recommendation for you. This letter should be mailed or faxed to the address below about the same time as your application.
- USCIS Form I-9, Employment Eligibility Verification and Work Permits for high school students are required for all hires, except volunteers. Please be prepared to complete Page 2 of USCIS Form I-9 and submit it together with the required photocopy of two forms of identification (i.e. Driver's License or Student ID card, and Social Security Card) as specified in the instructions of Form I-9 if hired.
- Mail or email your application early by completing the online FLSR Seasonal Application. The Los Angeles Area Council Camping Department will notify you when a decision is reached.

Please submit pages 2, 3, 4, 5 and 6 of this application and be prepared to provide documentation to complete USCIS Form I-9 as specified.

Please submit your application to: Los Angeles Area Council, BSA
Attn: Camping Department
2333 Scout Way
P.O. Box 26910
Los Angeles, CA 90026-0210

Voice: (213) 413-4400 ext. 344 • Fax: (213) 413-7954

Forest Lawn Scout Reservation Camps

Seasonal Employment Application

We are an Equal Opportunity Employer. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin, ancestry, alienage or citizenship status, age, disability, sex, sexual orientation or any other characteristic protected by applicable federal, state or local laws.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please let us know.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Email: _____

Name and Phone Number of Person to Contact in Event of Emergency

Are you legally authorized to work in the U.S.? **Yes No**

Pursuant to the Immigration Reform and Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two (72) hours after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form 1-9.

When will you be able to work? _____

If you are under 18 years of age, do you have a Work Permit? **Yes No**

Have you ever been convicted of any criminal offense that has not been expunged, sealed, pardoned, annulled, discharged, statutorily eradicated or dismissed upon condition of probation? You need not identify convictions for any marijuana-related offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program. **Yes No Record**

If so, when? _____

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the offense for which you were convicted, the circumstances surrounding the commission of the offense and your subsequent rehabilitation:

Can you perform the essential job functions of the position you are applying for with or without reasonable accommodation? **Yes No**

(The Los Angeles Area Council complies with the ADA and state law and considers reasonable accommodations which may be medically necessary, reasonable, feasible, and likely to enable you to safely and satisfactorily perform all of the essential functions of the job without imposing an undue hardship on our operations.)

If Yes explain: _____

Is there anything that would prevent you from working any day or time of the week or regularly working overtime? **Yes No**

If yes, please specify the reasons **It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.** _____

Have you ever been employed by us? **Yes No** If yes, give date, location, title, name of supervisor and reason for leaving. _____

Have you ever applied for employment with us? **Yes No** If yes, give date. _____

Do you have any relatives working for us? **Yes No** If Yes, please identify them. _____

Positions you want to apply for from the list on page 4 of this application:

First Choice: _____

Second Choice: _____

Third Choice: _____

NOTE: If any of your choices involve driving a BSA vehicle, you must submit a current driving record at your expense.

Dates available for employment (be specific): From: _____ to _____

I would like to serve on camp staff because: _____

Youth Organization Experience

Are you currently registered as a member of Boy Scouts of America? **Yes No**

If Yes, which: Unit No. _____ Council & District: _____

Number of years in Scouting as a youth: _____, and years in Scouting as an adult leader: _____

Office held: _____

Achievements: _____

If you have served on a camp staff, when and where? _____

Describe your leadership experience: _____

Describe any special training completed: _____

Current certifications: ___ First Aid ___ CPR ___ Lifeguard ___ Firearms _____
Other certification, please specify

Educational Background:

School Name and Location Years Attended Major Degree

High School: _____

College: _____

Other: _____

Scholastic Honors: _____ Offices held: _____

Sports: _____ Activities: _____ Final GPA or Rank in Class: _____

Employment History:

Instructions for completing this section: Please print and list all prior employers, beginning with your PRESENT or MOST RECENT employer. Please attach additional sheets to this application if necessary. Complete all requested information in full. DO NOT include overtime, bonus, commissions, etc. in the base salary information. Please include as part of your employment history any verified work performed on a volunteer basis and/or work performed while in the military.

Name of Present or Most Recent Employer:

Address: _____

From: _____ To: _____ Job Title: _____

Supervisor's Name: _____ May we contact? **Yes No**

Descriptions of Duties (indicate significant responsibilities, accomplishments, & contributions): _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

From: _____ To: _____ Job Title: _____

Supervisor's Name: _____ May we contact? **Yes No**

Descriptions of Duties (indicate significant responsibilities, accomplishments, & contributions): _____

Reason for Leaving: _____

Name of employer: _____

Address: _____

From: _____ To: _____ Job Title: _____

Supervisor's Name: _____ May we contact? **Yes No**

Descriptions of Duties (indicate significant responsibilities, accomplishments, & contributions): _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

From: _____ To: _____ Job Title: _____

Supervisor's Name: _____ May we contact? **Yes No**

Descriptions of Duties (indicate significant responsibilities, accomplishments, & contributions): _____

Reason for Leaving: _____

Have you ever been discharged or asked to resign from any job? **Yes No**

If Yes, why? _____

Is there any reason why we should not contact any current or former employer for a reference? Yes No

If yes, please identify the employer and explain why not.

Please indicate any job-related skills and qualifications you possess which would help you perform the duties of the position you are seeking.

To the extent required by applicable law, the Company maintains a smoke-free workplace.

References:

Give the name, addresses, and phone number of three persons (not relatives) who have knowledge of your character, experience and ability (i.e. Teachers, Religious Leader, Scout Leaders, etc.).

Name Street Address, City, Zip Telephone

1) _____

2) _____

3) _____

By initialing this box, I certify that I am a member of the Boy Scouts of America or I will become registered as a member before any employment begins. As a member, I understand that I must subscribe to the Scout Oath (Scout Promise), Scout Law, and Declaration of Religious Principle. I agree to be loyal to, and cooperate fully with all BSA policies, program, and management, including those described in this application. If I am offered employment, I agree to submit a completed Health and Medical Record (BSA Form 34412) if same is job-related.

PUBLIC RECORDS DISCLOSURE STATEMENT

I acknowledge that in connection with my application for employment or subsequent employment, the Boy Scouts of America, Los Angeles Area Council, may collect, assemble, evaluate, compile, report, transmit, transfer or communicate information on my character, general reputation, personal characteristics or mode of living which are matters of public record without using a third party investigative consumer reporting agency. Matters of public record are defined as records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

I understand that such public record information generally must be disclosed to me within seven days of the date the information is received, regardless of whether it is received orally or in writing. I understand that I may waive my right to receive such information.

By checking this box , I hereby waive my right to any such disclosure.

CERTIFICATION - PLEASE READ CAREFULLY

I consent to and authorize the Boy Scouts of America, Los Angeles Area Council to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give the Boy Scouts of America, Los Angeles Area Council (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing such information reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT, HAVING NO SPECIFIED TERM, IS BASED UPON MUTUAL CONSENT AND MAY BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, BY EITHER PARTY (THE BOY SCOUTS OF AMERICA, LOS ANGELES AREA COUNCIL OR ME) WITHOUT PRIOR NOTICE TO THE OTHER. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE COUNCIL SCOUT EXECUTIVE/CEO OF THE BOY SCOUTS OF AMERICA, LOS ANGELES AREA COUNCIL. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION.

I further understand and agree that, if hired, upon termination of my employment, I will promptly return all property in my custody belonging to the Boy Scouts of America, Los Angeles Area Council, including, but not limited to, office keys, key cards, manuals and computer equipment.

This application is current for 45 days. At the conclusion of that time, if I have not heard from the Boy Scouts of America, Los Angeles Area Council and still wish to be considered for employment, it will be necessary to complete a new application.

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in my termination from employment.

Applicant's Signature: _____ Date: _____

Parent's signature if applicant is under 18: _____ Date: _____

Forest Lawn Scout Reservation Camps
Experience and Qualifications

Instructions: •

Select three (3) positions from the following as your requests for employment and enter them in order of your preference on page two of this application.

••• Use this page to give us a better understanding of your interests, experience and instructional abilities.

Check any job, program or skill you have experienced, or that you feel qualified to instruct or perform.

NOTE: Please check only those jobs for which you will meet the minimum age requirement that is indicated in parenthesis.

Job experience and qualifications inventory (please check as many applicable)

Program

- Camp Director (21)
- Adventure Camp Dir. (21)
- Outpost Director (21)
- Outpost Specialist (18)
- C.O.P.E. Director (21)
- C.O.P.E. Instructor (18)
- Climbing Instructor (18)
- Nature Director (18)
- Nature Counselor (15)
- Scoutcraft Director (18)
- Scoutcraft Counselor (15)
- Handicraft Counselor (15)
- Archery Director (18)
- Archery Counselor (15)
- Firearms Director (21)
- Firearms Counselor (18)
- Horse Wrangler (15)

Aquatics

- Aquatics Director (21)
- Lake Front Director (18)
- Pool Director (18)
- Instructor/Lifeguard (15)

Business Services

- Business Manager (21)
- Commissary Director (21)
- Senior Warehouseman (18)
- Warehouseman (15)
- Trading Post Clerk (15)

Support Leadership

- Camp Commissioner (18)
- Cub Commissioner (18)
- Camp Cubmaster (21)
- Camp Scoutmaster (21)

Service (Ranger) Crew

- Sr. Assistant Ranger (21)
- Assistant Ranger (21)
- Ranger Crew (15)

Miscellaneous

- Office Clerk (21)
- Doctor's Assistant (21)
- Driver (21)
- Quartermaster/Driver (21)
- Chaplain (21)

Volunteer Position

- Youth Resident Program (14)

Other capabilities (not positions) you feel qualified to instruct, lead, or perform:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Acting <input type="checkbox"/> Archery <input type="checkbox"/> Astronomy (star study) <input type="checkbox"/> Backpacking <input type="checkbox"/> Canoeing <input type="checkbox"/> Campfire Leadership <input type="checkbox"/> Compass <input type="checkbox"/> Computer Skills <input type="checkbox"/> Conservation <input type="checkbox"/> Cooking <input type="checkbox"/> CPR <input type="checkbox"/> Environmental Science <input type="checkbox"/> Fishing <input type="checkbox"/> Geology <input type="checkbox"/> Handicraft <input type="checkbox"/> Hiking | <ul style="list-style-type: none"> <input type="checkbox"/> Indian Lore <input type="checkbox"/> Knife & Axe <input type="checkbox"/> Knots <input type="checkbox"/> Mapping <input type="checkbox"/> Nature <input type="checkbox"/> Oceanography <input type="checkbox"/> Pioneering <input type="checkbox"/> Public Speaking <input type="checkbox"/> First Aid <input type="checkbox"/> Play an instrument <input type="checkbox"/> Rifle and BB-Gun <input type="checkbox"/> Rock Climbing <input type="checkbox"/> Rappelling <input type="checkbox"/> Rowing <input type="checkbox"/> Shotgun <input type="checkbox"/> Skits & Stories | <ul style="list-style-type: none"> <input type="checkbox"/> Song Leading <input type="checkbox"/> Surfboard Sailing <input type="checkbox"/> Tracking <input type="checkbox"/> Typing <input type="checkbox"/> Wilderness Survival <input type="checkbox"/> Other (please specify): <hr/> <hr/> <hr/> <hr/> <hr/> |
|--|---|---|