



CAMP AMERICA DAY CAMP

"Where children learn, laugh and play!"

341 Lower State Road, Chalfont, PA 18914

Phone: (215) 822 6313

www.camp-america.com

wearecampamerica@gmail.com

New Staff Packet - Ages 15 to 17

Summer 2023

Name _____

Address _____

Date of Birth _____

Telephone _____

Email _____

Staff Owned Vehicle Information

Make _____ Model _____ Year _____

My signature below verifies that to the best of my knowledge the following vehicle(s) has been maintained to the manufacturer's specifications and State Inspection requirements.

I DO NOT OWN A VEHICLE I WILL REQUIRE TRANSPORTATION TO AND FROM CAMP I WILL DRIVE MYSELF TO CAMP

Signature _____ Date _____

Emergency Contact Information

Person 1 _____ Relationship _____ Telephone # _____

Person 2 _____ Relationship _____ Telephone # _____

Clearances

As per Pennsylvania Act 15, all camp staff employees 14 and over, are required to secure and provide original copies of the three clearances listed below. All costs associated with clearances are the responsibility of the applicant. I understand that my employment is contingent upon a successful background check. **INITIAL HERE** _____

All Clearances must be valid through August 12, 2023

1. PA State Criminal Record Check (Required Yearly)

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/Criminal-Background-Check.aspx>

2. Federal Criminal Background Check (Required every 5 years)

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/FBI-Fingerprinting.aspx>

Exceptions for FBI Clearances for Minors:- If aged 14 to 17 you will not need an FBI clearance if you have lived in the Commonwealth of Pennsylvania for the previous 10 year period AND both the parent and minor employee swear and affirm that they cannot be disqualified from service on the grounds listed on the JC Residency Form.

I am between 14 and 17 years old and have lived in PA for the last 10 years —————> **MUST COMPLETE JC RESIDENCY FORM**

I am between 14 and 17 years old and NOT have lived in PA for the last 10 years —————> **MUST COMPLETE FBI CLEARANCE**

3. PA Child Abuse History Clearance (Required every 5 years)

<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/PA-Child-Abuse-History-Clearance.aspx>

PLEASE NOTE:- We cannot accept 'Volunteer' clearances.

CAMP AMERICA DAY CAMP

"Where children learn, laugh and play!"

JC Work Permit Information

School districts are responsible for issuing work permits for all minors in their district. It is the responsibility of the employee to obtain and present their permit and a copy of their ID before the first day of work.

Staff Manual Agreement

I, (FULL NAME) _____, have read and understand the Camp America Day Camp Staff Manual. I agree to abide by the terms and conditions that are presented in the Staff Manual. I will immediately ask June Mitchell any questions that I have regarding the Staff Manual.

Signature _____ Date _____

Sexual Harassment Policy

I have received and read the Harassment/Bullying Policy and the complaint procedure, and I understand that it is my responsibility to comply with the policy and any revisions made to it.

Signature _____ Date _____

Social Networking Policy

I have read and agree to abide by the Camp America Day Camp policies for social media and Internet use. I understand that failure to abide by these policies may result in disciplinary actions up to and including termination.

Signature _____ Date _____

My Shirt Size (Adult Sizes) S M L XL XXL (Please Circle)

YOUR CHECKLIST - Please complete all areas before returning

PA State Criminal Record Check	<input type="checkbox"/>	Volunteer Disclosure Form	<input type="checkbox"/>
Federal Criminal Background Check	<input type="checkbox"/>	I9	<input type="checkbox"/>
PA Child Abuse History Clearance	<input type="checkbox"/>	ID &/or Driver's License	<input type="checkbox"/>
JC Work Permit	<input type="checkbox"/>	Staff Health Form	<input type="checkbox"/>
Signed Contract	<input type="checkbox"/>		

NOTES:-	<p>FYI, FBI Fingerprinting Instructions Once on the website select 'Pennsylvania' from the dropdown and click "GO"! Then...</p> <ol style="list-style-type: none"> 1. Scroll to the bottom of the page and click on the 'Digital Fingerprinting' Box 2. Enter the following service code:- 1KG738 then click 'GO' 3. Click on 'Schedule & Manage Appointment' 4. Complete the ENTIRE application and click 'DONE' when finished 5. You will receive verification of your registration by email. Please forward this to wearecampamerica@gmail.com <p><i>A few things to know:-</i> The name on your application must match your ID. You will pay at the location. During registration you must chose a 'print' location. You can walk-in or make an appointment.</p>