



Texas Lions Camp

POST OFFICE Box 290247 • KERRVILLE, TX • 78029-0247 • OFFICE: (830) 896-8500 • FAX: (830) 896-3666
<http://www.lionscamp.com> E-MAIL: sking@lionscamp.com

Dear Applicant:

Thank you for your interest in becoming part of the Texas Lions Camp Nursing Staff! Summer camp is just around the corner and we are currently hiring nurses to help us provide a summer experience that over 1500 campers will not soon forget.

Please do not be discouraged by the length of the application process, many items are required to ensure that only the best suited for employment at Texas Lions Camp are chosen.

Enclosed you will find the paperwork necessary to apply for employment with the Camp.

- Please fill out the application completely. Complete the release form that requires your signature and the signature of a witness and mail both pages back to Camp.
- Find the three personal references enclosed and sign them. Have someone who has known you for at least two years fill out the reference and mail them to Camp. You may also collect all three references and mail them to Camp with your application. Family members may not be used as personal references, and we ask that you choose personal references that are not listed as work references on your application.

Once we have received your application, we will contact you to set up an interview time. I am excited that you are interested in working with us this summer. If you have any questions regarding the enclosed information, please contact me at (830)896-8500.

Sincerely,

A handwritten signature in black ink that reads "STEVEN KING".

Steven C. King
Client Services Director

SCK/rlh

Enclosures

Summer Nursing Staff APPLICATION FOR EMPLOYMENT

Texas Lions Camp • P.O. Box 290247 Kerrville, Texas 78029-0247
830/896.8500 V/TTY • 830/896.3666 Fax • www.lionscamp.com



Personal

Date of Application _____

| | | | | | |
|-------------------------|---|------------|--|--------|-------------------------|
| Last Name | | First Name | | Middle | Current Phone |
| Current Mailing Address | | City | State | Zip | Cell Phone |
| Email Address | | | Professional License # | | Starting Date Available |
| Business Address | | City | State | Zip | Business Phone & Fax |
| Social Security # | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female | | Have you ever previously applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Date of Birth | Driver's License/ID # | | If Yes, list year(s): | | |
| Emergency Contact(s) | Relationship | | Emergency Phone(s) | | |
| 1. | 1. | | 1. | | |
| 2. | 2. | | 2. | | |

Education: High School & Beyond

| Name & Location of School | Years Attended | Course of Study | Degree Granted/Date |
|---|----------------|-----------------|---------------------|
| College | | | |
| Graduate School | | | |
| School of Nursing | | | |
| Professional Certificates or Licenses Held & Expiration Dates (example: NP, RN, LVN, CPR) | | | |

Membership in Professional & Civic Organizations (optional)

| |
|--|
| |
|--|

Advisory Note: I am advised that an investigative report will be requested for applicable information concerning my character, work habits and abilities, general reputation, and personal characteristics. Such report will be sought through prior employers, personal references, and/or appropriate law enforcement agencies. I release, and agree to hold harmless, cooperating organizations or persons, and Texas Lions League for Children, Inc., from any legal liability arising from such reports.

Please Initial _____

Work History/Experience

List your current and past work history, paid or volunteer. **Attach a separate sheet if necessary.**

| | | |
|---|-----------------------------------|---|
| 1 | Company Name | Phone () |
| | Address | Supervisor |
| | Job Title | May we contact this employer? |
| | Employment Dates: From / / To / / | <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial) |
| 2 | Company Name | Phone () |
| | Address | Supervisor |
| | Job Title | May we contact this employer? |
| | Employment Dates: From / / To / / | <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial) |
| 3 | Company Name | Phone () |
| | Address | Supervisor |
| | Job Title | May we contact this employer? |
| | Employment Dates: From / / To / / | <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial) |

Child/Youth-Related Experience

If not listed above, please list **ALL** current & past experience, paid or volunteer, that involved children/youth. **Attach a separate sheet if necessary.** We reserve the right to contact those listed below for further information.

For example: T-Ball Coach, Scouts, Children's Hospital Volunteer, Babysitting, Church, YMCA, YWCA, School Mentor

| | | |
|---|--------------------------------------|---|
| 1 | Organization Name | Phone () |
| | Address | Supervisor |
| | Title/Position | May we contact this reference? |
| | Dates of Experience: From / / To / / | <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial) |
| 2 | Organization Name | Phone () |
| | Address | Supervisor |
| | Title/Position | May we contact this reference? |
| | Dates of Experience: From / / To / / | <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial) |
| 3 | Organization Name | Phone () |
| | Address | Supervisor |
| | Title/Position | May we contact this reference? |
| | Dates of Experience: From / / To / / | <input type="checkbox"/> Yes <input type="checkbox"/> No (Please Initial) |

Personal References **RELATIVES MAY NOT BE USED AS PERSONAL REFERENCES**

List three people who will be completing a reference for you. Personal references should not include those listed above. These three persons should have knowledge of your character, experience, work habits, & abilities. We reserve the right to contact references for further information.

| Name | Address City, State, Zip | Phone | Relation |
|------|-----------------------------|-------|----------|
| | | | |
| | | | |
| | | | |

Basic Qualifications & Job Functions

Applicants must be able to pass a criminal background check. CPR/First Aid Certification and a valid driver's license are required for some employees.

JOB FUNCTIONS:

Camp Nurse: 12 positions available

Provide basic medical treatment within guidelines of protocol and standing orders of physicians. Maintain records and reports. Must work rotating schedule. Must show proof of license as G.N., L.V.N., R.N., or Nurse Practitioner from the Texas State Board of Nurse Examiners. Must be able to lift to 40 lbs. to table height.

Medical Director: 1 position available

Coordinate, orient, and supervise up to 12 health care professionals who provide first aid, dispense prescribed medications and provide medical care to physically handicapped children and adult staff. Supervise basic medical treatment within guidelines of protocol and standing orders of physicians. Must be fluent in English and proficient in written business correspondence. Second languages such as Spanish and American Sign Language are helpful. Must be able to schedule rotating shifts of nursing staff. Must administer approved budget, remaining within constraints. Must show proof of license as a Registered Nurse, Nurse Practitioner, or Medical Doctor registered with the Texas State Board of Nurse Examiners. Must possess strong leadership and communication skills. Must work rotating shift.

Can you perform the essential functions of the job for which you have applied, with or without reasonable accommodation?

Yes No

Schedule Preferences

Please indicate your preference of shifts by numbering: 1 for first choice, 2 for second choice, and 3 for third choice.

| | | |
|---|--------------------------------|---|
| ___ 7:00 am - 3:00 pm | ___ 3:00 pm - 11:00 pm | ___ 11:00 pm - 7:00 am |
| Are you willing to work on weekends? | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| If hired, will you need housing while employed at Texas Lions Camp? | | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Please check all dates that you are available to work. | | |
| ___ Full Summer (June 1 - July 5) | ___ Session 4 (June 22-28) | * There is a mandatory one day orientation on May 31 from 9:00 am to 4:00 pm. Only pre-authorized absences are allowed. |
| ___ Session 1 (June 1-7) | ___ Session 5 (June 29-July 5) | |
| ___ Session 2 (June 8-14) | | |
| ___ Session 3 (June 15-21) | | |

Criminal History

1. Have you ever been convicted of a crime?

Yes No

2. Have you ever been arrested or investigated for, been charged with, or participated in deferred adjudication of a crime involving a minor?

Yes No

3. Are you currently participating in a deferred adjudication program?

Yes No

If you answered **Yes** to any of the above questions, give details: _____

An answer of **Yes** will not automatically disqualify you from employment. The date and nature of the offense, and the position for which you are applying will be considered.

Mission Statement

The primary purpose of Texas Lions Camp shall be to provide, without charge, a camp for children with physical disabilities and diabetes from the State of Texas, regardless of race, religion, or national origin.

Our goal is to create an atmosphere wherein campers will learn the "can do" philosophy and be allowed to achieve maximum personal growth and self-esteem.

Do you agree with our mission statement? Yes No

Signature

I understand that, if hired by Texas Lions Camp, I will be expected to represent a positive role model to program participants, especially children, by demonstrating responsibility and good judgment, decorum, politeness, modesty, respect for individuals and property, while refraining from abusive and profane language. I understand that Texas Lions Camp is an alcohol-free and drug-free facility and that possession or use of such products on Texas Lions Camp property will be cause for immediate dismissal. I understand that the use of tobacco products is prohibited until after 10 pm, and that it is then permitted in designated areas only. In addition, I will have the responsibility to support the mission, goals, and objectives of Texas Lions Camp.

I am advised that an investigative report will be requested for applicable information concerning my character, work habits and abilities, general reputation, and personal characteristics. Such report will be sought through prior employers, personal references, and/or appropriate law enforcement agencies. I release, and agree to hold harmless, cooperating organizations or persons, and Texas Lions Camp, Inc., from any legal liability arising from such reports.

I consent to the Camp taking pictures, audio tapes and/or video tapes of my participation in all Camp programs and activities and the Camp's use of same in camp publications or publicity that is in the interest of the Camp.

I understand that acceptance of an offer of employment does not create a contractual obligation upon Texas Lions Camp for Children, Inc., to continue to employ me in the future and that all employment with the Texas Lions Camp, is at will which means that Texas Lions Camp can terminate the employment relationship at any time with or without cause.

I certify that all information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I have read, understand, and by my signature agree to the terms of these statements.

Signature

Date

REQUEST FOR REFERENCE

Applicant name: I, _____, authorize the release of information to the Texas Lions Camp for the purpose of employment considerations.

(Applicant's Signature)

| QUALITIES | Superior | Good | Average | Fair | Poor |
|---|----------|------|---------|------|------|
| <i>Integrity: To conduct oneself according to a sense of what is right and wrong.</i> | | | | | |
| <i>Initiative: To do something because it needs to be done.</i> | | | | | |
| <i>Flexibility: The ability to alter plans when necessary.</i> | | | | | |
| <i>Perseverance: To continue in spite of difficulties.</i> | | | | | |
| <i>Organization: To plan, arrange, and implement in an orderly way.</i> | | | | | |
| <i>Sense of Humor: To laugh and be playful without hurting others.</i> | | | | | |
| <i>Effort: To try one's hardest through difficulties.</i> | | | | | |
| <i>Common Sense: To use good judgment and be reflective.</i> | | | | | |
| <i>Problem-Solving: To seek solutions in difficult situations.</i> | | | | | |
| <i>Responsibility: To respond when appropriate, to be accountable for one's actions.</i> | | | | | |
| <i>Patience: To wait calmly for someone or something.</i> | | | | | |
| <i>Friendship: To make and keep a friend through mutual trust and caring.</i> | | | | | |
| <i>Curiosity: To desire to learn and know about one's world.</i> | | | | | |
| <i>Cooperation: To work together toward a common goal or purpose.</i> | | | | | |
| <i>Caring: To feel concern for others and oneself.</i> | | | | | |
| <i>Maturity: Emotional stability, a balanced outlook.</i> | | | | | |

Would you feel comfortable with this person caring for your child? _____

How long have you known the applicant? _____ In what capacity? _____

Recommendation: **HIRE** **QUESTIONABLE** **CANNOT RECOMMEND**

Your Name: _____ Position: _____

Phone: _____ Date: _____

Address: _____ City, State, Zip: _____

An expedient reply is requested as the applicant cannot be considered for employment until this form has been completed and returned to the camp office.

Please use the reverse side for additional comments. We appreciate your time!

REQUEST FOR REFERENCE

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|---|----------|------|---------|------|------|
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| <i>Sense of Humor: To laugh and be playful without hurting others.</i> | | | | | |
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| <i>Maturity: Emotional stability, a balanced outlook.</i> | | | | | |

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How long have you known the applicant? _____ In what capacity? _____

Recommendation: **HIRE** **QUESTIONABLE** **CANNOT RECOMMEND**

Your Name: _____ Position: _____

Phone: _____ Date: _____

Address: _____ City, State, Zip: _____

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| <i>Cooperation: To work together toward a common goal or purpose.</i> | | | | | |
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| <i>Maturity: Emotional stability, a balanced outlook.</i> | | | | | |

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How long have you known the applicant? _____ In what capacity? _____

Recommendation: **HIRE** **QUESTIONABLE** **CANNOT RECOMMEND**

Your Name: _____ Position: _____

Phone: _____ Date: _____

Address: _____ City, State, Zip: _____

An expedient reply is requested as the applicant cannot be considered for employment until this form has been completed and returned to the camp office.

Please use the reverse side for additional comments. We appreciate your time!

Background Check Authorization

I hereby authorize TEXAS LIONS CAMP or authorized representatives of the company bearing this release to obtain and release any information pertaining to my background, including any of the services noted below, for employment or volunteer purposes. I hereby fully release, indemnify and discharge my prospective employer or other source providing information from any and all claims, liabilities and/or damages arising out of or relating to any investigation of my background for said purposes.

**PLEASE PROVIDE 7 YEARS OF RESIDENTIAL HISTORY.
USE ADDITIONAL PAGES IF NECESSARY.**

Name _____ Alias/Other _____
(First, Middle, Last – Print Clearly)

Date of Birth _____ Social Security # _____

(1) Current Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(2) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

(3) Previous Address _____

City/State/Zip _____ County/Parish _____

Dates at this Address: From _____ To _____

Applicant Signature _____ Date _____

Witness Signature _____ Date _____