

# BLOCK & HEXTER VACATION CENTER OF ASSOCIATED CAMPS, INC.

Winter: 271 Route 46 Unit A-109, Fairfield, New Jersey 07004 Summer: Box 76, Route 370, Poyntelle, PA 18454  
Phone: (973) 276-3233 (800) 400-1924 Fax: (973) 276-3188 www.bhvc.org

## Staff Application for Block and Hexter Vacation Center – Support Staff

### Personal Information: (Please Print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

Are you over 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_ (if not, employment is subject to verification of age)

Have you ever applied for employment with us? Yes, When \_\_\_\_\_ No

What dates are you available to work? From \_\_\_\_\_ To \_\_\_\_\_

What are your salary requirements? \_\_\_\_\_

### Education:

1. High School/College \_\_\_\_\_ Date Degree Granted \_\_\_\_\_

Major \_\_\_\_\_ Years Attended \_\_\_\_\_

2. High School/College \_\_\_\_\_ Date Degree Granted \_\_\_\_\_

Major \_\_\_\_\_ Years Attended \_\_\_\_\_

### Employment: (List from most recent)

1. Company Name: \_\_\_\_\_ Dates Worked \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Supervisor & Telephone \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Dates Worked \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Supervisor & Telephone \_\_\_\_\_

3. Company Name: \_\_\_\_\_ Dates Worked \_\_\_\_\_

Job Title and Duties \_\_\_\_\_

Supervisor & Telephone \_\_\_\_\_

**Please turn over**

**References: Please list 3 professional people – NOT relatives or friends.**

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address and Phone # \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address and Phone # \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address and Phone # \_\_\_\_\_

**Interests & abilities:**

With each job description, put “1” before those areas you have professional experience or training, “2” for those areas you have some working experience and “3” for those that are willing to do, but have never done professionally.

\_\_\_\_ Dining Room Service/waiter      \_\_\_\_ Dining Hall Administration      \_\_\_\_ Chef/cooking      \_\_\_\_ Assistant cook

\_\_\_\_ Dishwashing      \_\_\_\_ Kitchen Cleaning      \_\_\_\_ Food prep      \_\_\_\_ Baking

\_\_\_\_ Janitorial (toilet cleaning)      \_\_\_\_ Housekeeping      \_\_\_\_ Laundry      \_\_\_\_ Carpentry

\_\_\_\_ Painting      \_\_\_\_ Plumbing      \_\_\_\_ Electrical      \_\_\_\_ Handyman

\_\_\_\_ Gardening      \_\_\_\_ Grass Cutting      \_\_\_\_ Auto Mechanics      \_\_\_\_ Secretarial

\_\_\_\_ Switchboard      \_\_\_\_ Office Assistant      \_\_\_\_ Bookkeeping      \_\_\_\_ Retail/Sales

List your 3 strongest skills \_\_\_\_\_

Do you have any supervisory experience? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please explain \_\_\_\_\_

Do you drive? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, License # \_\_\_\_\_ State \_\_\_\_\_

If you are applying for a position which may require you to drive a company vehicle, we will be running a background check on your driver's license. Do you agree to allow us to do the background check? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime including misdemeanors and summary offenses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain in full \_\_\_\_\_

As a part of our hiring process, we run criminal background checks on our employees. Do you agree to allow us to run a criminal background check on you? Yes \_\_\_\_\_ No \_\_\_\_\_

**Interview Information:**

When are you available for an interview? \_\_\_\_\_

Best Time? \_\_\_\_\_ Where? \_\_\_\_\_

**By signing below, you confirm that all statements made in this application are true and accurate.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please attach a current resume if available.**