

CAMP SACRAMENTO
Family Camp & Conference Center

2450 Meadowview Rd.
Sacramento, CA 95832
Camp Manager : (916) 808-6169



CITY OF SACRAMENTO
Department of Parks and Recreation

Information / Reservation (916) 808- 6098
Fax: (916) 808-4060
www.cityofsacramento.org/parksandrecreation/campsac

Thank you for your interest in Camp Sacramento!

Enclosed is a City of Sacramento Employment application. Please provide complete information on the application and attachment and return to the address below by the deadline date.

Camp Sacramento is a Family Camp and Conference Center serving the residents of the Sacramento Valley and beyond since 1920. It is operated by the City of Sacramento Department of Parks and Recreation division. Situated on approximately 15 acres of US Forest Service leased land in the Eldorado National Forest in an area called Sayles Flat and is located on Highway 50, approximately 85 mile east of Sacramento. The elevation is 6,500 feet. In addition to Family Camp Services, Camp Sacramento serves as an outdoor education center for school groups, a center for workshops and conferences, as well as a special “home” for organized groups. Located just 17 miles from beautiful Lake Tahoe, Camp Sacramento is the ideal location for your summer work experience.

A completed application is required before any consideration for employment is given. Additionally, each employee must satisfactorily complete the certification process as required by the Personnel Department of the City of Sacramento, this process includes fingerprints, physical clearance and other paperwork each employee must satisfactorily complete before he/she is considered employed.

Additional application may be requested or more information provide by contacting:

Timothy Holland
Camp Manager
2450 Meadowview Road
Sacramento, CA 95832
(916) 808-6169
Email: tholland@cityofsacramento.org

RE-HIRE APPLICATION FILING DEADLINE IS FRIDAY, March 23, 2012

Visit Camp Sacramento on the World Wide Web!

www.campsac.org

QUALIFYING WORK EXPERIENCE: I understand that I **must list** job-related qualifying employment history/work experience in the “**Work Experience**” section of the employment application. The experience I list will be used to determine if I meet the minimum qualifications as stated on the job announcement. Applications that do not list related employment history/work experience will be considered incomplete and will be rejected; omitted information can not be considered or assumed. A resume, responses to the supplemental questions, or employment history listed elsewhere in the application or attachments **will not substitute** for the information required in this section. Qualifying experience is based on 40 paid hours per week (pro-rated if less than 40 hours per week).

WORK EXPERIENCE:

FROM: MO. DAY YR.	TITLE:	CURRENT OR MOST RECENT EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
FROM: MO. DAY YR.	TITLE:	FORMER EMPLOYER:
TO: MO. DAY YR.	DUTIES:	
TOTAL TIME: _____ YRS. _____ MOS.		ADDRESS:
HOURS PER WEEK:		
# PEOPLE SUPERVISED:		PHONE:
MONTHLY SALARY:		SUPERVISOR:
REASON FOR LEAVING:		If you are under serious consideration for appointment by the City, may we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>

NAME: _____ SOCIAL SECURITY # _____
Last First Middle Initial

CONVICTIONS: Conviction of a misdemeanor crime is not necessarily a bar to City employment; each case is considered separately based on job requirements. Some classifications may require a fingerprint check as verification. You may omit: a) traffic violations (Driving Under the Influence convictions must be reported); b) any conviction committed prior to your 18th birthday that was finally adjudicated in Juvenile Court or under a youth offender law; c) any incident sealed under Welfare and Institutions Code §781 or Penal Code §1203.45; d) any conviction more than two years old as specified in Labor Code §432.7; and e) any conviction that has been expunged or otherwise removed from the record. FAILURE TO LIST CONVICTIONS, EXCEPT AS PROVIDED ABOVE, MAY RESULT IN TERMINATION FROM THE EXAMINATION PROCESS AND/OR EMPLOYMENT.

1. Have you ever been convicted by a court of a misdemeanor? YES NO
2. Have you ever been convicted by a court of a felony? YES NO
3. If "YES" to "1" or "2", state WHAT conviction, WHEN, WHERE, AND DISPOSITION OF CASE(S): _____

DISABILITY: If you are a person with a disability and require accommodation during the examination process, please notify the City Employment Office by the final filing date at (916) 808-5726.

VETERAN'S PREFERENCE: Are you requesting Veteran's Preference? YES NO

To qualify for Veteran's Preference, a copy of your DD214 **must be** submitted with this application. There are several criteria you must meet before qualifying for this preference. Please ask for the **VETERAN'S PREFERENCE REGULATIONS** sheet or refer to the website (www.cityofsacramento.org/personnel/employment).

DEPARTMENT OF MOTOR VEHICLE INFORMATION:

I authorize any duly accredited representative of the City of Sacramento to obtain copies of all records relating to my driver's license from the California Department of Motor Vehicles and from any other state in which I have been licensed to drive. YES NO

If "Yes", California Other: _____ License # _____

I CERTIFY that I am applying for _____, Examination # _____
Job Title

I CERTIFY that all statements in this application are true and complete. I agree and understand that any misstatements or omissions of material facts herein will cause forfeiture on my part of all rights to employment by the City of Sacramento. I understand that if I do not meet the announced requirements, I will be eliminated from the examination process, and that applications must be received by the City of Sacramento Employment Office, Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814, by 5:00 p.m. on the final filing date specified on the job announcement. I hereby authorize the City to verify the accuracy of the information I have provided on this application.

AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS AND OTHER INFORMATION

I authorize any duly accredited representative of the City of Sacramento to obtain any information relating to my activities from prior and current employers and others. This information may include, but is not limited to, achievement, performance, attendance, personal history, and disciplinary information. I direct prior and current employers to release such information upon request to the duly accredited representative of the City of Sacramento regardless of any agreement I may have had with you previously to the contrary. I release any individual, including records custodians, from all liability for damages that may result to me on account of compliance or any attempts to comply with this authorization.

SIGNATURE: _____ DATE: _____
(Required for application to be complete)

THIS APPLICATION AND ALL ATTACHMENTS ARE CONSIDERED PROPERTY OF THE CITY OF SACRAMENTO EMPLOYMENT OFFICE. PHOTOCOPIES WILL NOT BE FURNISHED. PLEASE ATTACH ONLY COPIES OF YOUR ORIGINAL DOCUMENTS.

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE AS SPECIFIED ON THE JOB ANNOUNCEMENT

POSTMARKS ARE NOT ACCEPTED

City of Sacramento
Department of Parks and Recreation
Camp Sacramento
Attachment A (Re-hire)

This attachment is part of the Employment Application, please respond to each question.

1. Are you attending school? When would you be available to start work? Start Date: _____
2. When do you start school in the fall 2012? ___/___/_____
3. Are you available to work the Family Camp Summer Season from June 9 – August 11, 2012? Yes No
If no, please explain:
4. If you are hired will you be available to work in August, September? Yes No
5. Are there any specific celebrations, orientations, doctor appointments that will occur during June 6-Aug 13th? Yes No
If Yes, please give dates:
6. Describe your best moment / memory at Camp Sacramento?
7. What is one thing in your job performance that you could improve on this year from last year?
8. What is one thing that you could do to prepare yourself to fulfill the item you want to improve on?
9. If you are applying for Camp Aide please rate 1– 4 your top choices for areas to work in. 1- Least desirable department to work 4- Most desirable department to work
_____ Store _____ Recreation _____ Kitchen _____ Maintenance

It is possible to work in all areas.

Camp Sacramento

Seasonal Employment Opportunities

Positions are available from Camp opening in May through Camp closing in October, six (6) day workweek, room and board provided. Applicant must meet minimum age for the position at time of appointment. Physicals are required for all positions. Application filing deadline is March 23,2012.

Kitchen Jobs

Pantry Aide assist First, or Assistant Cook; directs Camp Aides in serving and cleanup of food services area, dining hall and kitchen area. Minimum age 18 with some related food service experience. \$35.65 per day / \$213.90 per wk; room & board provided. **(Position Filled)**

Assistant Cook prepares and direct the serving of all meals; assists First Cook. Requires six (6) months experience cooking and preparing food for large groups. Minimum age 18; \$52.24 per day / \$313.44 per wk; room & board provided. **(Position Filled)**

First Cook under the direction of the food service manager is responsible for meal planning and preparation for 300 guests; supervision of kitchen and dining hall employees. Requires one (1) year experience in large cafeteria, or restaurant, or graduate from accredited cooking school. Minimum age 18; \$84.86 per day / \$509.16 per wk; room & board provided. **(Position Filled)**

Food Services Manager is responsible for Camp kitchen, meal planning and preparation for 300 guests; ordering supplies, supervision of kitchen and dining hall employees. Requires one (1) year experience in large cafeteria, or restaurant, or graduate from accredited cooking school. Minimum age 18; \$93.14 per day / \$558.84 per wk; room & board provided. **(Position filled)**

Facility Maintenance

Assistant Caretaker building and grounds maintenance, custodial, refuse pickup, etc. Minimum age 18; valid CA drivers license; \$52.24per day / \$313.44 per wk; room board provided. **(Position Filled)**

Caretaker is responsible for Camp maintenance, including custodial services, equipment, vehicles, water, sewer, heating, electrical systems, opening & closing of Camp. Requires substantial maintenance experience. Minimum age 18; valid CA drivers license; \$84.86 per day / \$509.16 per wk; room & board provided **(Position Filled)**

Recreation

Camp Recreation Leader leads and directs recreation activities for children, teen and adults. Requires two (2) years experience in leading recreation activities. Minimum age 18; valid CA drivers license; \$35.65 per day / \$213.90 per wk; room & board provided **(Position Filled)**

Camp Program Director plans, develops and supervises the overall social, recreational and outdoor adventure program of Camp; supervise and schedule staff; preparing and securing all equipment, supplies and materials. Three (3) years leading and supervising diversified recreation programs for all age groups in a recreational, or Camp setting. Minimum age 18; valid CA drivers license; \$84.86 per day / \$509.16 per wk; room & board provided **(Position Filled)**

All Camp Jobs

Camp Aide performs a variety of assigned tasks at Camp including kitchen, dining hall, camp store, maintenance, custodial, or recreation. Minimum age 16 at the time of appointment. \$31.04 per day / \$186.24 per wk; room & board provided. **(8 position open)**

Guest Services

Camp Storekeeper operates Camp store; orders supplies and materials; maintains records; operates cash register. Minimum age 18 with related work experience. \$35.65 per day / \$213.90 per wk; room & board provided. **(Position Filled)**

Business Manager responsibilities include camp guest registration; camp reservations; Camp store operations; receivables & payables; inventory control; daily transaction records; electronic transactions; deposits; staff supervision. Minimum age 18 with work related experience; valid drivers license; \$84.86 per day / \$509.16 per wk; room & board provided. **(Position filled)**