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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 a fingerprint 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

APPLICATION FILING DEADLINE IS FRIDAY, March 27, 2009

Visit Camp Sacramento on the World Wide Web!

www.campsac.org



City of Sacramento

EMPLOYMENT APPLICATION

CAMP SACRAMENTO OFFICE

2450 MEADOWVIEW ROAD, SACRAMENTO, CA 95832

Manager Office (916) 808-6169 / Telephone: (916) 808-6098

www.cityofsacramento.org/parksandrecreation/campsac/campjob.htm



An Equal Opportunity Employer

INSTRUCTIONS: This application is part of the examination process. It must be completely filled out and signed to be accepted. Late and/or incomplete applications will be rejected; omitted information cannot be considered or assumed.

PLEASE PRINT OR TYPE

SOCIAL SECURITY NUMBER _____ - _____ - _____

POSITION APPLYING FOR _____ Exam # _____

NAME _____
First Middle Initial Last

MAILING ADDRESS _____
Street # Street Name Apartment #

City State Zip Code Country

HOME PHONE () _____ OTHER PHONE () _____ E-MAIL _____

FOR HR OFFICE USE ONLY

- APPLICATION ACCEPTED
- APPLICATION REJECTED
 - EDUCATION
 - EXPERIENCE
 - NMQ
 - LATE
 - OTHER

ALL APPLICANTS, INCLUDING CITY EMPLOYEES, MUST IMMEDIATELY NOTIFY THE CITY EMPLOYMENT OFFICE AT THE ABOVE ADDRESS OF ANY ADDRESS OR PHONE CHANGES.

OTHER INFORMATION:

- Can you, after employment, submit proof of your legal right to work in the United States? YES NO
- Are you a current City of Sacramento employee? YES NO
If "Yes", what department? _____
- If "NO", have you ever been employed by the City of Sacramento? YES NO
If "Yes", what date(s) you left? _____
- Please list other name(s) used: _____

EDUCATION AND TRAINING: I understand that if the position for which I am applying **requires** proof of Education and/or Certification, I must submit this proof to the City of Sacramento Employment Office. YES NO
Copies of documentation are acceptable.

1. High School Graduate or Passed GED? YES NO Where? _____

2.

NAME AND LOCATION OF ACCREDITED COLLEGE OR UNIVERSITY, BUSINESS, CORRESPONDENCE, TRADE, AND/OR SERVICE SCHOOL(S)	MAJOR COURSE OF STUDY	UNITS COMPLETED		DEGREE, DIPLOMA, OR CERTIFICATE RECEIVED; # OF HOURS OF TRAINING PROGRAM OR COURSE(S) REQUIRED AS INDICATED ON THE JOB ANNOUNCEMENT
		SEMESTER UNITS	QUARTER UNITS	

3. List current certificates of professional competence, licenses, and/or membership in professional associations.

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

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

(Use the back of this sheet if you need more space)

Name: _____ Position Applying for: _____

E-mail Address: _____

1. Do you meet the minimum age requirement and qualifications for the position you are applying for?
Yes No Age as of June 1: _____
2. Do you have other summer job or personal commitments? Yes No
3. Are you available to work the full camp season, to include opening and closing of camp (May through October)? Yes No
If no, please explain your availability: _____
4. If you are attending school? When would you be available to start work? Start date: _____
5. When do you start school in the fall 2009? _____
6. Are you available to work the Family Camp Summer Season from June 14 – August 16, 2009? Yes No
If no, please explain: _____
7. If you are hired will you be available to work in August, September? Yes No
8. What would your last day of work availability be? _____
9. Describe why you want to work at Camp Sacramento and what interest you about the job?

10. Please describe your experience in outdoors, nature or adventure activity areas, (hiking, camping, fishing, outdoor cooking, plant and animal identification, backpacking, rock climbing, mountain biking, etc.)

11. Please list your experience in the following areas- arts & crafts, drama, music, singing. Please list any you feel confident in leading.

12. Please fill out the following charts completely. Use check marks.

Activities	Experienced / Can Lead	Limited Experience	No Experience	Want to Learn
Hiking				
Fishing				
Archery				
Playing Volleyball				
Playing Softball				
Camp Fires				
Cleaning Facilities				
Organizing/ Supervising Kids				
Cooking				

Conditions	Have Experience	Limited Experience	No Experience
Living with other in Dorms			
Communal Restroom with Same Sex			
Snow / Cold Temperatures			
Rain / Thunder			
Dust			
Small Animals			

13. Please describe yourself using 3 adjectives

14. If hired, would you have transportation to and from Camp Sacramento? Yes No

Camp Sacramento

Seasonal Employment Opportunities

Spend your summer living and working in the High Sierras at Camp Sacramento, a Family Camp and Conference Center just 17 miles from beautiful Lake Tahoe. Operated by the City of Sacramento, Department of Parks and Recreation, Camp Sacramento provides a variety of work experiences in an outdoor setting. Positions are available from Camp opening in May through Camp closing in October, six (6) day work week, room and board provided. Applicant must meet minimum age for the position at time of appointment. The pay schedule is the minimum per position and number of positions hired per summer.

Assistant Caretaker (1) building and grounds maintenance, custodial, refuse pickup, etc. Minimum age 18; valid CA drivers license; physical required; \$52.24 per day / \$313.44 per wk; room & board provided.

Assistant Cook (2) prepares and direct the serving of all meals; assists First Cook. Requires six (6) months experience cooking and preparing food for large groups. Physical required. Minimum age 18; \$52.24 per day / \$313.44 per wk; room & board provided.

Business Manager (1) 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 / \$509.16per wk; room & board provided.

Camp Aide (15) 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.

Camp Host (1) plans, organizes and coordinates social activities & special events; assists Camp guests with Camp reservations, schedule and activities; out of Camp activity recourse. Experience in the coordination of group activities. Minimum age 18; valid CA drivers license; \$52.24 per day / \$313.44 per wk; room & board provided.

Camp Program Director (1) 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.

Camp Recreation Leader (6) 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 / \$231.90 per wk; room & board provided

Camp Storekeeper (2) operates Camp store; orders supplies and materials; maintains records; operates cash register. Minimum age 18 with related work experience. \$35.65 per day / \$231.90 per wk; room & board provided.

Caretaker (1) 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; physical required; \$84.86 per day / \$509.16per wk; room & board provided.

Food Services Manager (1) First Cook 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; physical required. Minimum age 18; \$84.86 per day / \$509.16 per wk; room & board provided.

Pantry Aide (2) 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 / \$231.90 per wk; room & board provided.

Application Filing Deadline

March 27, 2009

An EOE/AA employer

City of Sacramento Parks and Recreation
Camp Sacramento
2450 Meadowview Rd.
Sacramento, CA 95832
916-808-6169

tholland@cityofsacramento.org