



## EMPLOYMENT APPLICATION

2315 Harmon Lake Road Mayville, MI 48744  
989-673-2050 fax: 989-673-6355 www.thefowlercenter.org

Applicants are considered for employment without regard to race, color, religion, sex, national origin, marital or veteran status, or the presence of a non-job-related medical condition or disability. The Fowler Center is an alcohol-free, drug-free and violence free environment.

*Please type or print all information*

### PERSONAL INFORMATION:

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone (     ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone (     ) \_\_\_\_\_

If you are not over the age of 18, please state age: \_\_\_\_\_ (*18 is the required age for some positions*)

### EDUCATION:

High \_\_\_\_\_ City, State \_\_\_\_\_ Graduation Date \_\_\_\_\_

College \_\_\_\_\_ Graduation or Expected Date \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_

Grad School \_\_\_\_\_ Graduation or Expected Date \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ Degree \_\_\_\_\_

### EMPLOYMENT (*most recent first*):

1) Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Phone Number \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

2) Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Phone Number \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

3) Employer \_\_\_\_\_ Dates \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

Phone Number \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### VOLUNTEER EXPERIENCE (*most recent first*):

1) Organization \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Dates \_\_\_\_\_

2) Organization \_\_\_\_\_  
 Phone Number \_\_\_\_\_ Dates \_\_\_\_\_

**I AM APPLYING FOR** (*inquire in office for current openings*):

**Office**

- Office Manager
- Business Manager
- Office Assistant

**Dietary**

- Dietary Supervisor
- Cook
- Aide

**Maintenance**

- Maintenance Supervisor
- Maintenance Assistant
- Housekeeper

**Equestrian**

- Equestrian Supervisor
- Barn Coordinator

**Program –Summer (residential, 10 week commitment)**

- Head Counselor
- Program Coordinator
- Lead Cabin Counselor
- Cabin Counselor
- Outpost Coordinator
- Outpost Counselor
- Program Instructor
  - Sports & Rec
  - Creative Arts
  - Lifeguard
  - Equestrian Aide
  - Barn & Garden
  - Outdoor Education
  - Challenge Facilitator

**Life TREX Program- Summer (residential, 6 week commitment)**

- Lead Facilitator
- Facilitator
- Transition Counselor

**Program – seasonal, as needed**

- Group Events Activity Aide
- Weekend Respite Counselor (residential)
- Lifeguard
- Challenge Facilitator

**Medical**

- Health Officer (RN or LPN)
- Health Assistant
- Med Check-In

**CERTIFICATIONS:**

Check the current licenses or certificates you hold.

	<b>Expires</b>
_____ <b>Valid Driver's License</b>	( <i>circle</i> ) Yes No
_____ <b>Chauffer's License</b>	( <i>circle</i> ) Yes No
_____ <b>Commercial Driver's License</b>	( <i>circle</i> ) Yes No
_____ <b>Registered Nurse, License # _____</b>	_____
_____ <b>Licensed Practical Nurse, License # _____</b>	_____
_____ <b>American Red Cross Water Safety Instructor or equivalent</b>	_____
_____ <b>American Red Cross Lifeguard or equivalent</b>	_____
_____ <b>American Red Cross CPR Professional Rescuer or equivalent</b>	_____
_____ <b>American Red Cross CPR Community &amp; Workplace or equivalent</b>	_____
_____ <b>American Red Cross First Aid or equivalent</b>	_____
_____ <b>American Canoe Association: Canoeing Level _____</b>	_____
_____ <b>Wilderness First Aid</b>	_____
_____ <b>Wilderness First Responder</b>	_____
_____ <b>Medication Management Training, Agency: _____</b>	_____
_____ <b>Other: _____</b>	_____

**PERSONAL PROFILE:**

Positions at The Fowler Center include heavy lifting, strenuous activities, and long hours. Do you have any physical, psychological, or medical conditions that would limit your job performance for the position in which you are applying?    Yes    No.    If yes, please describe:

Please answer the following questions honestly and thoughtfully. Please attach additional pages if necessary.

1. (All other) Describe any experiences you have had working with individuals with special needs. If you have not had any experiences (it is not a requirement), please explain your desire to do so at The Fowler Center.
  
2. What is your philosophy regarding working with people with special needs.
  
3. What personal qualities and/or skills would you bring to camp that would help to meet our campers' individual needs?
  
4. What contributions do you feel that you can make, or think that would be important to assure that the campers have a positive experience while at The Fowler Center?
  
5. Please list any clubs or organizations of which you are a member.
  
6. What are some of your hobbies or interests?
  
7. Is there anything else that you would like to add?

**PLEASE FILL OUT THIS SECTION IF YOU ARE APPLYING FOR A “PROGRAM” POSITION**

**SKILLS/INTEREST** (please rate items on a scale of 1-3):

1 = items in which you are skilled and have an ability to teach,

2 = items with which you have had some experience

3 = items in which you may have no skill, but do have an interest.

**Arts & Crafts**

- Adaptive Craft Activities
- Candle Making
- Ceramics
- Drawing
- Handi-Crafts
- Jewelry/Beading
- Leather Crafts
- Nature Crafts
- Painting Activities
- Paper Making
- Recycled Crafts
- Tie Dye
- Working w/ Plaster of Paris
- Other: \_\_\_\_\_

**Music/Dance**

- Folk Dance
- Guitar
- Leading Songs
- Line Dancing
- Making Music
- Singing
- Social Dancing
- Square Dancing
- Other: \_\_\_\_\_

**Sports/Recreation**

- Adaptive Sports Activities
- Archery
- Badminton/Tennis
- Basketball
- Football
- Group Games
- Hockey
- Kickball
- New Games
- Soccer

- Softball/T-ball
  - Volleyball
  - Other: \_\_\_\_\_
- Equine Activities**
- Adapted Riding
  - English Riding
  - Instructions /Lessons
  - Stable Management
  - Tack Care
  - Western Riding
  - Other: \_\_\_\_\_

**Small Animals/Garden**

- Gardening
- Harvesting
- Llama Wrangling
- Planting
- Small Animal Care
- Starting Seeds
- Transplanting
- Other: \_\_\_\_\_

**Waterfront**

- Adapted Aquatics
- Canoeing
- Fishing
- Pontoon Boats
- Rowing
- Swimming
- Water Games
- Other: \_\_\_\_\_

**Outdoor Living Skills**

- Backpacking
- Fire Building
- Hiking
- Overnight Camping
- Map & Compass

- Outdoor Cooking
- Survival Skills
- Other: \_\_\_\_\_

**Outdoor Education**

- American Pioneer History
- Bird Identification
- Composting/recycling
- Environmental Education
- Insect Identification
- Native American Crafts
- Native American Culture
- Tree/Plant Identification
- Weather
- Wetlands Knowledge
- Wild Edibles
- Other: \_\_\_\_\_

**Challenge Course Skills**

- Belay Techniques
- High Ropes Facilitation
- Low Ropes Facilitation
- Rock Climbing
- Team Building Initiatives
- Technical Tree Climbing
- Zipline Procedures
- Other: \_\_\_\_\_

**Dramatics**

- Campfire Programs
- Puppets
- Storytelling
- Talent Show
- Theater
- Other: \_\_\_\_\_

**PLEASE FILL OUT THIS SECTION IF YOU ARE APPLYING FOR A “MEDICAL” POSITION**

**SKILLS** (please rate items on a scale of 1-3):

1 = items in which you are skilled and have an ability to teach,

2 = items with which you have had some experience  
3 = items in which you have had no experience.

**Diabetes and Hypoglycemia**

- Early Warning Signs
- Nutrition & Diet

**Epilepsy**

- Diastat Administration
- Seizure Recognition
- VNS Procedure

**Injections**

- Sub-dermal
- Intramuscular
- Intravenous
- Phlebotomy

**Transfers**

- One person
- Two Person
- Hoyer Lift
- Trixie Lift

**Universal Precautions**

- Airborne Pathogens
- Bio- Hazard Disposal

- Blood Borne Pathogens
- Hand Washing
- Glove Etiquette
- Needle Etiquette
- STIs

**First Aid**

- Allergic Reactions
- ARC Instructor
- Burns
- Splinting
- Sprains
- Strains
- Insect Bites/Stings

**Medications**

- Administration of...
- Interactions
- 5 Rights
- Record Keeping
- Storage

**REFERENCES:**

Please list three references who are NOT related to you that you have know for at least 6 months. Employers, professors, clergy, advisors and other individuals who have seen you in leadership positions are great.

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Day-time Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_
2. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Day-time Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_
3. Name \_\_\_\_\_ Relationship \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Day-time Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

**PLEASE CIRCLE 'YES' or 'NO' FOR THE FOLLOWING QUESTIONS:**

Have you ever been convicted of a crime involving theft or drugs?	Yes / No
Have you ever been convicted of a crime involving violence?	Yes /
No	
Have you ever been disciplined or discharged by an employer for sexual harassment?	Yes /
No	
Have you ever been convicted for abuse or any sex-related crime?	Yes / No
Have you ever been convicted of any crime relating in any manner to children and/or your conduct with them?	Yes/ No

Please note that employment at The Fowler Center is subject to and conditional upon:

- 1) verification of previous employment, references, and minimum age requirements
- 2) review of previous convictions; guilty plea; plea bargain; no contest plea
- 3) completion of I-9 and verification of eligibility to work in the USA

I certify that all statements and information given on this application is true and complete to the best of my knowlegde. I give permission for previous employers to share my employment information. I understand that falsified information is grounds for immediate dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_