



# AMERICAN YOUTH FOUNDATION

An Equal Opportunity/ Affirmative Action Employer

Miniwanca 8845 West Garfield Road, Shelby, Michigan 49455  
 (231) 861-2262 phone (231) 861-5244 fax miniwancastaffing@ayf.com  
 www.ayf.com

# MINIWANCA

STAFF APPLICATION

If you prefer to fill this application  
 out online, go to  
[www.formassembly.com/forms/24296](http://www.formassembly.com/forms/24296)

## PERSONAL INFORMATION

Full Name \_\_\_\_\_ Name I prefer being called \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle Initial  
 T-shirt size (optional) \_\_\_\_\_ Date I can start \_\_\_\_\_ Date I must end \_\_\_\_\_

### PERMANENT / HOME CONTACT

### CURRENT / COLLEGE / ALTERNATE CONTACT

Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
 Street \_\_\_\_\_ Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Driver's License # \_\_\_\_\_ State \_\_\_\_\_ I will be at the above address until: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Previous Experience as Participant in AYF Programs \_\_\_\_\_

Previous AYF positions / employment \_\_\_\_\_

Date of most recent AYF Employment \_\_\_\_\_ This will be my (#) \_\_\_\_\_ year of AYF employment

Will you require housing for anyone other than yourself? \_\_\_\_\_ If so, how many people? \_\_\_\_\_

## EDUCATIONAL EXPERIENCE

Please circle your **current** academic year, or if you are not in school circle the last year completed

**HIGH SCHOOL**    9    10    11    12        **COLLEGE**        1    2    3    4        **GRADUATE**        1    2    3    4  
 College / University attend(ed) \_\_\_\_\_ Major(s) \_\_\_\_\_ Degree(s) earned \_\_\_\_\_

**HOW DID YOU HEAR ABOUT MINIWANCA?** \_\_\_\_\_

## POSITION(S) SOUGHT

(Rank top 3 with 1 being the highest)

- |  |   |  |
|--|---|--|
| _____ <b>Four Trails Leader</b> (Min. age 21)        | _____ <b>Cabin Leader</b> (Min. age 18)                             | _____ <b>In-camp Community Coordinator</b> (Min. age 21)   |
| _____ <b>Four Trails Coordinator</b> (Min. age 21)   | _____ <b>Leader-in-Training</b> (17-18, completed H.S. or equiv.)   | _____ <b>Activities Coordinator</b> (Min. age 21)          |
| _____ <b>Logistics Staff</b> (Min. age 21 preferred) | _____ <b>Program Specialist</b> (18+)(Crafts, Athletics, Performing | _____ <b>Office Manager</b>                                |
| _____ <b>(Out camping Gear, Equipment, and Food)</b> | _____ <b>Arts, Climbing/Adventure: Specify Area</b> _____           | _____ <b>Facility Assistant</b> (Min. age 21)              |
| _____ <b>Bike Mechanic</b> (Min. age 21 preferred)   | _____ <b>Waterfront Specialist</b> (Sailing, Swimming, Paddling     | _____ <b>Food Service</b>                                  |
| _____ <b>Driver</b> (Min. age 21)                    | _____ <b>Windsurfing: Specify Area</b> _____                        | _____ <b>Health Officer</b> (Min. age 21)                  |
| _____ <b>Transportation /Logistics Coordinator</b>   | _____ <b>Waterfront Coordinator</b> (Min. age 21)                   | _____ <b>Internship Position</b> (Feb.-Nov.) (Min. age 21) |
| _____ (Min. age 21)                                  |   |  |

Are you old enough for the position(s) you chose? Yes \_\_\_ No \_\_\_ (explain)

## EMPLOYMENT HISTORY

List relevant experience first. Use separate sheet if necessary. **Submit resume (if available) instead.**

ORGANIZATION	CONTACT PERSON	TELEPHONE #	LOCATION	DATES	POSITION

## CERTIFICATIONS

Fill in appropriate lines and **include copies of certifications with application.**

If registered for a class, list the course dates  
(must be before June 8th, 2006)

CERTIFICATIONS	SPONSOR	EXPIRATION DATE	
CPR (required)	_____	/ /	_____
First Aid (required)	_____	/ /	_____
WEMT	_____	/ /	_____
Wilderness First Responder	_____	/ /	_____
Wilderness First Aid	_____	/ /	_____
Water Safety Instructor (WSI)	_____	/ /	_____
Life guarding	_____	/ /	_____
Archery	_____	/ /	_____
Other	_____	/ /	_____

## PROFESSIONAL REFERENCES

Please provide the names and complete addresses of three people who know you and your leadership ability. Include former employers, teachers, coaches, etc., **but not relatives or friends.** Have these people complete a reference form and mail to our office. **Four Trails Applicants:** at least one reference must be familiar with your outdoor skills.

1. Name \_\_\_\_\_ Relationship/Position \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_
2. Name \_\_\_\_\_ Relationship/Position \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_
3. Name \_\_\_\_\_ Relationship/Position \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

## EMPLOYMENT ELIGIBILITY

1. Do you have the legal right to work in the USA?    Yes    No    If you are not a US Citizen, what type of Visa do you have? \_\_\_\_\_ Expires? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. Have you ever been convicted of a crime? A conviction or court-martial is not necessarily a bar to employment. (Exclude minor traffic violations)    Yes    No
3. Have you ever been discharged or asked to resign by a previous employer?    Yes    No    If you answered yes to question(s) 2 or 3 please explain. \_\_\_\_\_

**State laws require a police record search on all adults working with children under the age of 18. Your signature on the next page indicates consent to such a search, and that you will provide such documentation upon employment.**

# BASIC SKILLS ASSESSMENT

Circle the appropriate number

**1. HAVE TAUGHT OTHERS**

**2. HAVE EXTENSIVE PERSONAL EXPERIENCE**

**3. SOME PERSONAL EXPERIENCE**

**4. NO EXPERIENCE**

	<b>WATERFRONT</b>				<b>OUTDOOR SKILLS</b>				<b>RECREATIONAL SKILLS</b>				<b>OTHER:</b> List other skills and talents you could offer		
Canoeing	1	2	3	4	Camp Craft	1	2	3	4	Climbing Tower	1	2	3	4	<hr/> <hr/>
Swimming	1	2	3	4	LNT Ethics	1	2	3	4	High Challenge	1	2	3	4	
Sailing	1	2	3	4	Wilderness Trips	1	2	3	4	Low Challenge	1	2	3	4	
Kayaking	1	2	3	4	Stoves / Cooking	1	2	3	4	Team Building	1	2	3	4	

## PERSONAL INSIGHT QUESTIONS

On a separate sheet of paper, please respond to **three** of the following questions

1. Describe a time where you were called upon to demonstrate leadership skills and sound judgment.
3. Describe your spiritual compass.
2. What leadership qualities do you have that will make you effective in the position you seek?
4. Describe a person who was a role model to you as a child.

## PERSONAL COMMITMENT

If selected for a leadership position with the American Youth Foundation, I will assume my responsibility conscientiously, give the camp and its directors my support and best effort, and at all times set the proper example for campers. I agree to abide by the American Youth Foundation's policy prohibiting the use and possession of tobacco, alcohol and other illegal drugs on camp property. In addition, I will not be under the influence of such substances on camp property. Before commencing employment, I will obtain certification in CPR and First Aid, provide verification of a clear criminal history, provide three written letters of reference, furnish a current physical examination and health history form, furnish legal documentation of my eligibility to work in the United States, and complete any necessary forms (i.e. tax withholding forms, I-9, etc) required for employment and participation with the AYF. My signature below indicates my commitment.

### PLEASE READ CAREFULLY BEFORE SIGNING

*If you have any questions regarding the information below, please contact Miniwanca*

I hereby certify that my answers on this application are true and I understand that any information withheld or falsely provided by me in connection with the foregoing application may be grounds for rejection of my application or will subject me to immediate termination of employment. I understand this application is not an obligation to provide employment. The application will be kept active for 6 months and it must be renewed to be active for a longer period.

I also recognize that my employment is based on receipt of satisfactory information from former employers or references. I hereby authorize the American Youth Foundation (AYF) without liability to contact prior employers (present employers, if authorized). I also authorize references given by me and authorize said employers or references to make full response to any inquiries by the AYF concerning this application for employment. Inasmuch as said information concerning my performance and conduct as an employee is furnished at my specific request and for my benefit, I hereby agree to hold harmless the AYF and all former employers and references listed on this application from any liability or claims of whatsoever nature. The employment relationship is by its nature a mutual one and I understand that just as I am free to terminate my employment at any time and at my option, with or without notice, AYF retains a similar right.

I further certify that I have read the foregoing information and herewith knowingly make this authorization by setting forth my signature below.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**As an Equal Opportunity / Affirmative Action Employer, the AYF will afford all qualified applicants consideration for employment without discrimination based on race, creed, color, sex, religion, national origin, ancestry, sexual orientation, age, veteran status, physical or mental disabilities.**

### SEND COMPLETED APPLICATIONS TO

Miniwanca 8845 West Garfield Road, Shelby, Michigan 49455  
(231) 861-2262 phone (231) 861-5244 fax [miniwancastaffing@ayf.com](mailto:miniwancastaffing@ayf.com)  
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# FOUR TRAILS QUESTIONNAIRE

**Four Trails Applicants:** If you are interested in working with the Four Trails Wilderness Adventure Program as a Trip Leader or Coordinator, please complete this page.

## TECHNICAL RESUME

Please list the specifics of your most significant outdoor experiences. Elaborate on your personal expeditions **AND** those in which you were guided or others were responsible for your welfare. Where applicable, we are interested in expeditions lasting seven days or more. This section is not meant to be intimidating, but rather serve as a guide to help us in assessing your technical experience. Feel free to attach additional information.

	GENERAL ROUTE/AREA	YOUR ROLE (i.e. leader, participant, personal, etc.)	TRIP LENGTH
<b>PADDLING:</b> flat water/white water, canoeing, kayaking, rafting.	1. _____	_____	_____
	2. _____	_____	_____
<b>BIKING:</b> touring, trail, multiple day/overnight, supported/ unsupported.	1. _____	_____	_____
	2. _____	_____	_____
<b>BACKPACKING:</b> mountain, desert, flat, alpine.	1. _____	_____	_____
	2. _____	_____	_____
<b>SAILING:</b> open water, racing, extended trips, types of boats	1. _____	_____	_____
	2. _____	_____	_____
<b>OTHER:</b> mountaineering, climbing, international trekking.	1. _____	_____	_____
	2. _____	_____	_____

## GENERAL SELF-ASSESSMENT

Please answer the following questions. Include specific examples and attach additional pages if necessary.

1. Tell of your experience facilitating groups. \_\_\_\_\_  
\_\_\_\_\_
2. Tell of your experience teaching in different environments (teaching style). \_\_\_\_\_  
\_\_\_\_\_
3. What experiences have you had where you have pushed yourself out of your comfort zone? What benefits and possible hazards did you see in this risk-taking experience? \_\_\_\_\_  
\_\_\_\_\_
4. What are your goals and expectations in working at Miniwanca this summer? \_\_\_\_\_  
\_\_\_\_\_
5. List your association and participation in "team" oriented groups. \_\_\_\_\_  
\_\_\_\_\_
6. Describe your communication style/pattern. \_\_\_\_\_  
\_\_\_\_\_



# AMERICAN YOUTH FOUNDATION—MINIWANCA

## APPLICANT REFERENCE

Applicant's Name: \_\_\_\_\_

Applying for position as: \_\_\_\_\_

### I ALLOW THE RELEASE OF THE INFORMATION BELOW

Signature of Applicant: \_\_\_\_\_

The above named person has applied for a position at The American Youth Foundation—Miniwanca in Shelby, Michigan. Because the applicant will be working closely with children, it is important that we have a clear picture of the applicant's abilities, personality and background. Please circle the number on the scale, which best represents, the qualities that you have observed in the applicant. Please make comments in the space provided. If you assign a superior rating to any category, please try to justify the rating with clear examples. Thank you for your time. **All information given is confidential as allowed by law.**

1. Cooperative/Team Player      **Superior**      **Average**      **Poor**      **Unobserved**  
1      2      3      4      5      U/O

Comments: \_\_\_\_\_

2. Leadership Ability      1      2      3      4      5      U/O

Comments: \_\_\_\_\_

3. Resourcefulness / Creativity      1      2      3      4      5      U/O

Comments: \_\_\_\_\_

4. Maturity      1      2      3      4      5      U/O

Comments: \_\_\_\_\_

5. Physical Stamina / Endurance      1      2      3      4      5      U/O

Comments: \_\_\_\_\_

6. Ability to Work with Youth      1      2      3      4      5      U/O

Comments: \_\_\_\_\_

7. How long have you known this applicant? \_\_\_\_\_

8. In what capacity have you known the applicant? \_\_\_\_\_

9. If past employer, was the individual eligible for re-hire? \_\_\_\_\_

10. Would you employ the applicant for a position of responsibility with children? Why? Why not? \_\_\_\_\_

11. Any Additional Comments: \_\_\_\_\_

**Thank you for completing this form. This applicant will not be considered until all references have been received.**

### PLEASE RETURN TO THE ADDRESS BELOW AS SOON AS POSSIBLE.

Your name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ May we contact you? Yes \_\_\_ No \_\_\_ Best time to call: \_\_\_\_\_

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN TO:**      **Miniwanca**  
                                 **Staff Forms**

8845 West Garfield Road  
Shelby, MI 49455

**Questions or Comments?**

Call: (231) 861-2262  
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1. Cooperative/Team Player	1	2	3	4	5	U/O
	<b>Superior</b>		<b>Average</b>		<b>Poor</b>	<b>Unobserved</b>

Comments: \_\_\_\_\_

2. Leadership Ability	1	2	3	4	5	U/O
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Comments: \_\_\_\_\_

3. Resourcefulness / Creativity	1	2	3	4	5	U/O
---------------------------------	---	---	---	---	---	-----

Comments: \_\_\_\_\_

4. Maturity	1	2	3	4	5	U/O
-------------	---	---	---	---	---	-----

Comments: \_\_\_\_\_

5. Physical Stamina / Endurance	1	2	3	4	5	U/O
---------------------------------	---	---	---	---	---	-----

Comments: \_\_\_\_\_

6. Ability to Work with Youth	1	2	3	4	5	U/O
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Comments: \_\_\_\_\_

7. How long have you known this applicant? \_\_\_\_\_

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11. Any Additional Comments: \_\_\_\_\_

**Thank you for completing this form. This applicant will not be considered until all references have been received.**

**PLEASE RETURN TO THE ADDRESS BELOW AS SOON AS POSSIBLE.**

Your name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ May we contact you? Yes \_\_\_ No \_\_\_ Best time to call: \_\_\_\_\_

Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

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