



# BEAR CREEK CAMP

PO Box 278, Bear Creek, PA 18602

Phone: 570-472-3741

www.bearcreekcamp.org

# Office Manager Application Form



Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
                    First                      Middle Initial                      Last    If other than first name

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender:  Male  Female

Current Address: \_\_\_\_\_  
  Street    City/State/Zip

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## EDUCATION

School                                      City & State                                      Major                                      Years Enrolled                                      Degree/Year of Graduation

School                                      City & State                                      Major                                      Years Enrolled                                      Degree/Year of Graduation

## EMPLOYMENT HISTORY

Employer    City & State                                      Phone #

Position    Dates                                      Reason Left

Employer    City & State                                      Phone #

Position    Dates                                      Reason Left

## TRAINING AND CERTIFICATIONS

Please list training and certifications (including expiration dates) you hold that relate to the position you are applying for.

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**BACKGROUND INFORMATION**

In compliance with American Camp Association recommendations, we request that you complete the following two questions in order to be considered for employment at Bear Creek Camp.

Do you have a criminal record related to child abuse or sex related convictions? \_\_\_ Yes \_\_\_ No

Do you have a criminal record related to the handling or use of drugs? \_\_\_ Yes \_\_\_ No

**REFERENCES**

Please list three references; at least one personal and one professional. References

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Name	Address (Street/City/State/Zip)	Phone	Relationship
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Name	Address (Street/City/State/Zip)	Phone	Relationship
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Name	Address (Street/City/State/Zip)	Phone	Relationship
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Do you have any questions or concerns regarding this position? If Yes, please explain below:

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**Please send this completed application, along with a cover letter and resume to:**

Bear Creek Camp  
Attn: Karen Hesel  
PO Box 278  
Bear Creek, PA 18602  
OR  
bccamp@bearcreekcamp.org