

# BTSR Staff Application

**Please type or print all information.  
Submit to the Field Director:**

Buffalo Trail Council  
1101 W. Texas, Midland, Texas 79701-6171  
Office: (432) 570-7601  
Gracie.quintela@scouting.org



**Personal Information (PLEASE PRINT LEGIBLY)**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email \_\_\_\_\_  
 Social Security \_\_\_\_\_ Date of Birth \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_  
 Driver's License \_\_\_\_\_ State \_\_\_\_\_ Age on June 1<sup>st</sup> \_\_\_\_\_

**Volunteer**    **Staff Requested Salary: \$ \_\_\_\_\_**

**Position(s) Desired (Please number your 1<sup>st</sup> through 5<sup>th</sup> choice)**

**Minimum Age 21 or Over**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Aquatics Director+ | <input type="checkbox"/> Climbing Director+ | <input type="checkbox"/> Program Director+         |
| <input type="checkbox"/> Business Manager   | <input type="checkbox"/> Head Chef / Cook   | <input type="checkbox"/> Shooting Sports Director+ |
| <input type="checkbox"/> Camp Commissioner+ | <input type="checkbox"/> Head Wrangler      | <input type="checkbox"/> Climbing Director+        |

**Minimum Age 18 or Over**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Archery Director           | <input type="checkbox"/> Cavalcade Wrangler   | <input type="checkbox"/> Nature/Ecology Director | <input type="checkbox"/> Trail to Eagle Director |
| <input type="checkbox"/> Asst. Cook                 | <input type="checkbox"/> Handicrafts Director | <input type="checkbox"/> Scout Skills Director   |  |
| <input type="checkbox"/> Asst. Ranger (Maintenance) | <input type="checkbox"/> Health Officer*      | <input type="checkbox"/> Shooting Sports Staff   |  |
| <input type="checkbox"/> Camp Chaplain              | <input type="checkbox"/> Office Manager       | <input type="checkbox"/> Trading Post Director   |  |

**Minimum Age 14 or Over**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Aquatics Staff    | <input type="checkbox"/> Handicrafts Staff    | <input type="checkbox"/> Scout Skills Staff   | <input type="checkbox"/> Wrangler Staff |
| <input type="checkbox"/> Climbing Staff    | <input type="checkbox"/> Nature/Ecology Staff | <input type="checkbox"/> Trading Post Staff   |   |
| <input type="checkbox"/> Dining Hall Staff | <input type="checkbox"/> Office Staff         | <input type="checkbox"/> Trail to Eagle Staff |   |

**+Requires National Camp School Certification**

**\* Health Officer requires either a Military Medic, EMT-B, EMT-I, Paramedic, Nurse, PA, DO, or MD**

**Summer Availability**

( Put an "X" in the blank next to the week(s) you are available. Staff members are encouraged to attend the full summer season.)

<input type="checkbox"/> Staff Week (June 2-8)	<input type="checkbox"/> Week 2 (June 16 – June 22)	<input type="checkbox"/> I can work longer if needed
<input type="checkbox"/> Week 1 (June 9 - 15)	<input type="checkbox"/> Week 3 (June 23 – July 29)	

Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony?  
*Conviction of a crime is not an automatic bar to employment. All circumstances will be considered, including what you were convicted of and how long ago. Provide complete information about any conviction by attaching a separate statement.*

Yes \_\_\_ No \_\_\_

Are you permitted to be lawfully employed within the United States?

Yes \_\_\_ No \_\_\_

Do you have any physical disabilities that might interfere with performance of the job that you are applying for?  
*If yes, please provide additional information by attaching a separate statement.*

**Scouting Background**

Yes \_\_\_ No \_\_\_ Are you currently a registered member of the Boy Scouts of America?  
Unit Number \_\_\_ Council \_\_\_\_\_ Position \_\_\_\_\_  
Highest Rank \_\_\_\_\_  
Unit Leader \_\_\_\_\_ Phone \_\_\_\_\_  
Have you earned the Venturing Gold Award? \_\_\_\_\_  
Have you earned the Girl Scout Gold Award? \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Are you a member of the Order of the Arrow?  
Lodge \_\_\_\_\_ Ordeal \_\_\_\_\_ Brotherhood \_\_\_\_\_ Vigil \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Have you previously worked at a summer camp?  
Year \_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_ /wk  
Year \_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_ /wk  
Year \_\_\_ Camp \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_ /wk

LEADERSHIP COURSES: (JLT, Woodbadge, Philmont NJLS, etc.) DATE ATTENDED  
\_\_\_\_\_  
\_\_\_\_\_

SUMMER CAMP ATTENDANCE DATE ATTENDED  
\_\_\_\_\_  
\_\_\_\_\_

**Educational Background**

HIGH SCHOOL: \_\_\_\_\_ GRADE COMPLETED: \_\_\_\_\_  
COLLEGE: \_\_\_\_\_ MAJOR: \_\_\_\_\_ YRS COMPLETED: \_\_\_\_\_  
COLLEGE: \_\_\_\_\_ MAJOR: \_\_\_\_\_ YRS COMPLETED: \_\_\_\_\_

List other youth group memberships:  
\_\_\_\_\_  
\_\_\_\_\_

List Civic / Extracurricular Activities:  
\_\_\_\_\_  
\_\_\_\_\_

**Certificates & Training**

Yes \_\_\_ No \_\_\_ Have you attended a BSA National Camping School in the last 5 years  
Location: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration \_\_\_\_\_

- Check type of certificate:**
- |                      |                     |
|----------------------|---------------------|
| ___ Camp Management  | ___ Camp Ranger     |
| ___ Program Director | ___ Chaplain        |
| ___ Commissioner     | ___ Aquatics        |
| ___ Outdoor Skills   | ___ Climbing        |
| ___ Nature/Ecology   | ___ Shooting Sports |

- Shooting Sports Certifications:**
- |   |                  |
|---|------------------|
| ___ NRA Muzzle-loading Rifle Instructor | Exp. Date: _____ |
| ___ NRA Rifle Instructor                | Exp. Date: _____ |
| ___ NRA Shotgun Instructor              | Exp. Date: _____ |
| ___ National Archery Assoc. Instructor  | Exp. Date: _____ |
| Level ___                               |                  |

Other Certificates: (First Aid, CPR, leader training, youth protection, etc. Attach copies) EXPIRATION  
\_\_\_\_\_  
\_\_\_\_\_

List any skills/certifications that would be useful in a summer camp position: (Attach copies)

**Merit Badges** (Check all Merit Badges completed. Highlight those you have experienced or taught.)

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Archaeology          | <input type="checkbox"/> Cooking               | <input type="checkbox"/> Leatherwork         | <input type="checkbox"/> Sculpture or Pottery |
| <input type="checkbox"/> Animal Science       | <input type="checkbox"/> Emergency Prep.       | <input type="checkbox"/> Lifesaving          | <input type="checkbox"/> Search and Rescue    |
| <input type="checkbox"/> Archery              | <input type="checkbox"/> Environmental Science | <input type="checkbox"/> Mammal Study        | <input type="checkbox"/> Shotgun Shooting     |
| <input type="checkbox"/> Art                  | <input type="checkbox"/> Safety                | <input type="checkbox"/> Nature              | <input type="checkbox"/> Snorkeling           |
| <input type="checkbox"/> Astronomy            | <input type="checkbox"/> First Aid             | <input type="checkbox"/> Orienteering        | <input type="checkbox"/> Soil & Water Cons.   |
| <input type="checkbox"/> Backpacking*         | <input type="checkbox"/> Forestry              | <input type="checkbox"/> Photography         | <input type="checkbox"/> Swimming             |
| <input type="checkbox"/> Basketry             | <input type="checkbox"/> Geocaching            | <input type="checkbox"/> Pioneering          | <input type="checkbox"/> Veterinary Medicine  |
| <input type="checkbox"/> Bird Study           | <input type="checkbox"/> Geology               | <input type="checkbox"/> Radio               | <input type="checkbox"/> Weather              |
| <input type="checkbox"/> Camping              | <input type="checkbox"/> Hiking*               | <input type="checkbox"/> Rifle Shooting      | <input type="checkbox"/> Wilderness Survival  |
| <input type="checkbox"/> Chess                | <input type="checkbox"/> Horsemanship          | <input type="checkbox"/> Reptile/Amph. Study | <input type="checkbox"/> Woodcarving          |
| <input type="checkbox"/> Citizenship in World | <input type="checkbox"/> Indian Lore           | <input type="checkbox"/> Safety              | <input type="checkbox"/> BSA Lifeguard        |
| <input type="checkbox"/> Climbing             | <input type="checkbox"/> Insect Study          | <input type="checkbox"/> Scouting Heritage   |   |

**Employment History** (Attach Resume if necessary)

Yes \_\_\_ No \_\_\_ Have you ever been discharged or asked to resign from any job? If Yes, Why?

CURRENT EMPLOYMENT: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

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**All employees should be available for the full season, which includes staff week. Exceptions must be requested in writing during possible interview.**

- I know of no reason why my health would limit full Camp participation, and if employed I will provide an up-to-date BSA physical examination.
- I will be registered under the Council as Youth or Adult Summer Camp Staff.
- I hereby make an application for summer employment, and in accordance with the principles of the organization, subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principle. If selected, the Boy Scouts of America can expect my loyalty to management, its policies, programs and my full cooperation with other members of the staff. I understand that a personal interview may be required before employment.
- I authorize the investigation of all statements contained in this application for employment as it may be necessary in arriving at an employment decision. I authorize all of my current and previous employers, schools, and other references to furnish the information requested to reach an employment decision. I declare that the information provided by me in this application for employment is correct, to the best of my knowledge. I understand that any falsification or misrepresentation may be cause for not being considered for employment. This application does not guarantee an interview or a position on staff.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**REQUIRED APPROVALS** (If under 18)

I have reviewed this application with the applicant, and personally believe that he/she is qualified for the position he/she is seeking. I also certify that the applicant's Scouting record indicated on this application is correct according to our unit advancement records. I feel this person will be an asset and recommend them to be a part of the staff at BTSR.

PARENT OR GUARDIAN APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

SCOUT LEADER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

## Substance Free Employer

Applicants are considered for positions without regard to race, color, religion, sex, national origin, age (if over 18), marital status, veteran status, or the presence of a health problem or handicap that is unrelated to the ability to perform the jobs requested.

I, \_\_\_\_\_ (your name), understand B TSR is a drug and alcohol-free work environment. My behavior off of camp property is still representative of the camp and its policies. Buffalo Trail Scout Ranch has a strict "Anti-Drug" policy and applies to staff members whether on camp property or not. There is also a zero-tolerance policy for minors in possession of alcohol while off of camp property. Violation of these policies is grounds for immediate dismissal.

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APPLICANT'S SIGNATURE

DATE

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PARENT OR GUARDIAN APPROVAL

DATE

### Employment Checklist:

*The following documents will be required as part of the Employment Packet. Please send the listed documents to our Midland Office.*

- \_\_\_\_\_ B TSR Staff Application
- \_\_\_\_\_ B TSR Contract
- \_\_\_\_\_ I-9 (Current Year)
- \_\_\_\_\_ W-4 (Current Year)
- \_\_\_\_\_ IOI Direct Deposit Form
- \_\_\_\_\_ Reference Form
- \_\_\_\_\_ Emergency Contact Form
- \_\_\_\_\_ BSA Membership Application (Summer Camp Staff)
- \_\_\_\_\_ Uniform Order Form
- \_\_\_\_\_ Acknowledgement if Release if Liability
- \_\_\_\_\_ The Nature Conservancy (only if working Outback, Cavalcade)
- \_\_\_\_\_ Code of Conduct

Additional employment information can be found online at: <http://buffalotrailbsa.org/btsr-staff/>

***Opportunities for positions are better for those who return applications by February 1<sup>st</sup>.***