



## Thank you for your interest in Rocky River Ranch!

For over 60 years, RRR has been committed to providing the best camping experience to children from around Texas, the United States, and the world. We would love to have you become a part of our summer camp staff!

Nestled in the heart of the hill country, Wimberley is a small, quaint town about 37 miles southwest of Austin and 60 miles north of San Antonio. Our campsite is located on the beautiful Blanco River and our unique location allows easy access to San Marcos, Austin, and San Antonio.

Our all-girls resident summer camp begins June 7, 2015 and ends August 7, 2015. We offer staff the options of working the entire summer, working the first half (June 7-July 7), or working the second half (July 12-August 7). We also offer Lifeguard Training during the month of May. We do require that all staff, regardless of which session you are working, attend our staff training, which will take place May 30-June 5, 2015.

We are looking for bright, dynamic staff members who can bring diversity to our camp family. While we always offer traditional camping activities (arts and crafts, kayaking, archery, horseback riding, swimming, etc.) we also work closely with staff members to find activities that best reflect their varied interests and abilities. As a result, we can allow staff and campers access to a variety of activities from which to choose.

Spending your summer as a staff member at Rocky River offers many rewards. By being a positive role model to girls ages 7-14, you have the amazing opportunity to teach new skills, help them build self confidence and independence, and nurture them as they learn about the world around them. Your self-confidence and independence will also grow, and by living in our positive and caring community, you will gain valuable leadership and teaching skills, all while making lifelong friends.

Take a look at the enclosed materials, which includes an application process form and a staff application. Please contact me with any questions. I look forward to talking to you soon!

Shanna Watson  
Summer Camp Director  
shanna@rockyriverranch.com

## APPLICATION PROCESS 1A

### AM I READY TO BE A ROCKY RIVER COUNSELOR?

- YES NO Do I meet the qualifications for the positions for which I am applying?
- YES NO Am I willing to make a commitment to the children served by the camp by arriving and remaining at camp for my entire contracted period?
- YES NO Would I enjoy working with children and staff from diverse backgrounds?
- YES NO Rocky River Ranch believes in individualism, yet maintains a professional dress code (no visible body piercings, tattoos, unnatural hair coloring and appropriate clothing). Will I comply with these restrictions?
- YES NO Tobacco usage (including smoking, dipping, and chewing) is prohibited on camp site and/or while away from camp on camp-related activities. Will I comply with this zero-tolerance policy?
- YES NO Alcohol and illegal drug use is prohibited on camp site and/or while away from camp on camp-related activities, as is returning to camp after time off under the influence of alcohol and/or illegal drugs. Will I comply with this policy?

*If you answered "yes" to all six of the above inquiries, please continue.*

### HOW DO I APPLY?

COMPLETE the entire application...

- 1) Please answer all questions in ink
- 2) Return application to: Rocky River Ranch, P.O. Box 109, Wimberley, Texas 78676

READ AND SIGN Criminal Background Check form and send it in with your application.

COMPLETE Voluntary Disclosure Statement and send it in with your application.

IF YOU HAVE ANY QUESTIONS, please call Shanna Watson, 512-847-2513.

*ALL OF THESE FORMS must be properly completed and received by Rocky River Ranch before we proceed with the hiring process. Once all items are received, you will be contacted with further information.*



# CRIMINAL BACKGROUND HISTORY CHECK CONSENT APPLICATION PROCESS 1B

Rocky River Ranch is committed to providing a safe camping environment for all staff and campers.

Your association with Rocky River Ranch as a volunteer or employee is contingent on the results of a criminal history records check as well as other factors consistent with Rocky River Ranch hiring practices.

I hereby give my permission for and authorize Rocky River Ranch to obtain information relating to my criminal history record with any local, county, state, or federal agencies and records departments, now and in the future, as necessary, as long as I continue my association with Rocky River Ranch as a volunteer or employee of Rocky River Ranch. I understand the criminal history record may include arrest and conviction data. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer at Rocky River Ranch, the criminal history records check may be repeated at any time and I authorize Rocky River Ranch to repeat the check at any time at its sole discretion. I also understand that the results of this check may be grounds for my immediate removal from Rocky River Ranch as a volunteer or employee, at the sole discretion of Rocky River Ranch. I understand that I will have an opportunity to review the criminal history records check and a procedure is available for clarification, if I dispute the record as received, but until I take whatever action is necessary to clarify my record, Rocky River Ranch is entitled to rely upon the information received from the reporting agencies.

Be assured that the findings of the investigative action will be held in confidence and the information will be used only to further the purpose of promoting the values of Rocky River Ranch, especially related to the safety of children in its care.

Criminal history records are reviewed only by specifically designated Rocky River Ranch staff of proved discretion and the record reviewed from the reporting agencies are destroyed by those individuals. No permanent records are maintained other than the name, personal identifying data, date of history check, and an "approved" or "rejected" regarding whether continued association with Rocky River Ranch as volunteer or employee.

I, the undersigned, do for myself, my heirs, executors, and administrators, hereby release and forever discharge and agree to indemnify and hold harmless Rocky River Ranch and each of their officers, directors, employees, and agents from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims, and demands whatsoever, and any and all related attorney's fees, court costs, and other expenses relating from the investigation of my background in connection with my application to become a volunteer or employee. I have read or had explained to me the information presented above regarding individual criminal history records checks.

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\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DRIVER'S LICENSE NUMBER/STATE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE OF BIRTH

## FOR OFFICE USE ONLY

DATE OF CHECK \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVED/REJECTED \_\_\_\_\_ NOTIFIED DATE/TIME \_\_\_\_\_ BY \_\_\_\_\_

DATE OF CHECK \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVED/REJECTED \_\_\_\_\_ NOTIFIED DATE/TIME \_\_\_\_\_ BY \_\_\_\_\_

DATE OF CHECK \_\_\_\_/\_\_\_\_/\_\_\_\_ APPROVED/REJECTED \_\_\_\_\_ NOTIFIED DATE/TIME \_\_\_\_\_ BY \_\_\_\_\_



# COUNSELOR APPLICATION, PAGE 1

## APPLICATION PROCESS 1C

NAME \_\_\_\_\_ DATE APPLIED \_\_\_\_\_

ADDRESS AT SCHOOL \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CELL \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ HM PH \_\_\_\_\_

DRIVERS LICENSE \_\_\_\_\_ STATE \_\_\_\_\_ SSN \_\_\_\_\_

BIRTH DATE \_\_\_\_\_ EMAIL \_\_\_\_\_

Our minimum age requirement for a Counselor is 18 years old with at least one year out of high school. Do you meet this requirement? \_\_\_\_\_YES \_\_\_\_\_NO | If not, are you interested in applying for a Junior Counselor Program? \_\_\_\_\_YES \_\_\_\_\_NO

### EDUCATION

DATES	SCHOOL	MAJOR SUBJECTS	DEGREE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### PAST EMPLOYMENT (Please list previous two summers or years)

DATES	EMPLOYER	SUPERVISOR	PHONE	WORK TITLE	REASON FOR LEAVING
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____



# COUNSELOR APPLICATION, PAGE 2

## APPLICATION PROCESS 1C

NAME \_\_\_\_\_ DATE APPLIED \_\_\_\_\_

### CAMP EXPERIENCE

DATES	NAME OF CAMP	DIRECTOR	ADDRESS	CAMPER/STAFF
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### ORGANIZATIONS (churches, schools, non-profits, clubs, etc.) in which you are active or have volunteered...

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REFERENCES

Please list information for at least 5 people (family, friend, teacher, or coworker) with knowledge of your character, experience, and ability. Please list only ONE relative or friend.

Name/Relation to You	Email Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WE WILL CONTACT YOU AFTER WE RECEIVE AND REVIEW YOUR APPLICATION.



# COUNSELOR APPLICATION, PAGE 3

## APPLICATION PROCESS 1C

NAME \_\_\_\_\_ DATE APPLIED \_\_\_\_\_

HOW DID YOU HEAR ABOUT ROCKY RIVER RANCH? \_\_\_\_\_

WHY ARE YOU INTERESTED IN WORKING AT ROCKY RIVER RANCH? \_\_\_\_\_

PLEASE LIST EXPERIENCE YOU HAVE WORKING WITH CHILDREN. \_\_\_\_\_

WHAT PERSONAL QUALITIES DO YOU POSSESS THAT WOULD MAKE YOU A GOOD CAMP COUNSELOR FOR GIRLS, AGES 7-14? \_\_\_\_\_

HOW DO YOU SPEND YOUR SPARE TIME? \_\_\_\_\_

IN WHAT WAYS DO YOU THINK CHILDREN CAN BENEFIT FROM A CAMP EXPERIENCE? \_\_\_\_\_

IN WHAT WAYS CAN YOU BE A POSITIVE ROLE MODEL TO ROCKY RIVER RANCH CAMPERS? \_\_\_\_\_

WHAT CLASSES WOULD YOU BE INTERESTED IN TEACHING OR ASSISTING WITH? \_\_\_\_\_

WRITE A BRIEF BIO, INCLUDING ANY SPECIALIZED TRAINING IN CAMPING, AND/OR ANY EXPERIENCE/TRAINING IN OTHER FIELDS THAT MIGHT APPLY TO THE POSITION FOR WHICH YOU ARE APPLYING. \_\_\_\_\_

AN INTERVIEW IS REQUIRED TO COMPLETE YOUR APPLICATION. WHEN/WHERE ARE YOU AVAILABLE? \_\_\_\_\_

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS HEREIN AND RELEASE THE CAMP AND ALL OTHERS FROM LIABILITY IN CONNECTION WITH SAME. I UNDERSTAND THAT, IF EMPLOYED, I WILL BE AN AT-WILL EMPLOYEE, AND THAT ANY AGREEMENT TO THE CONTRARY MUST BE IN WRITING AND SIGNED BY THE DIRECTOR OF THE CAMP. I ALSO UNDERSTAND THAT UNTRUE, MISLEADING, OR OMITTED INFO HEREIN MAY RESULT IN DISMISSAL, REGARDLESS OF THE TIME OF DISCOVERY BY THE CAMP.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# VOLUNTARY DISCLOSURE STATEMENT, PAGE 1

## APPLICATION PROCESS 1D

LEGAL NAME \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

OTHER NAMES BY WHICH KNOWN (E.G. MAIDEN NAME) \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL \_\_\_\_\_

SCHOOL OR COLLEGE \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

1) PREVIOUS RESIDENCE(S) FOR LAST 5 YEARS, INCLUDING COLLEGE AND HOME RESIDENCES (CONTINUE ON SEPARATE SHEET, IF NECESSARY)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ YEARS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ YEARS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ YEARS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ YEARS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ YEARS \_\_\_\_\_

2) HAVE YOU EVER BEEN CONVICTED OF ANY CRIME RELATING IN ANY MANNER TO CHILDREN AND/OR YOUR CONDUCT WITH THEM? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN (CONTINUE ON SEPARATE SHEET, IF NECESSARY). \_\_\_\_\_

\_\_\_\_\_

3) HAVE YOU EVER BEEN CONVICTED OF ANY CRIME INCLUDING, BUT NOT LIMITED TO, THOSE LISTED BELOW AND/OR ANY CRIME SIMILAR IN ANY MANNER TO THOSE LISTED BELOW? \_\_\_\_\_ YES \_\_\_\_\_ NO

—Indecent assault and battery on a child under fourteen

—Indecent assault and battery on a mentally retarded person

—Indecent assault and battery on a person who has obtained the age of fourteen

—Rape

—Intent to commit any of the above crimes

—Distribution and trafficking of narcotics or other controlled substances

—Assault with intent to commit rape

—Rape of a child under sixteen with force

—Kidnapping of a child under sixteen with intent to commit rape

If yes, please explain. (Continue on a separate sheet, if necessary.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## VOLUNTARY DISCLOSURE STATEMENT, PAGE 2

### APPLICATION PROCESS 1D

4) HAVE YOU BEEN ADJUDGED LIABLE FOR CIVIL PENALTIES OR DAMAGES INVOLVING SEXUAL OR PHYSICAL ABUSE OF CHILDREN? \_\_\_\_YES \_\_\_\_NO

IF YES, PLEASE EXPLAIN. (CONTINUE ON SEPARATE SHEET, IF NECESSARY). \_\_\_\_\_

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5) ARE YOU NOW OR HAVE YOU EVER BEEN SUBJECT TO ANY COURT ORDER INVOLVING SEXUAL OR PHYSICAL ABUSE OF A MINOR, INCLUDING, BUT NOT LIMITED TO, A DOMESTIC ORDER OR PROTECTION? \_\_\_\_YES \_\_\_\_NO

IF YES, PLEASE EXPLAIN. (CONTINUE ON SEPARATE SHEET, IF NECESSARY). \_\_\_\_\_

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6) HAVE YOU EVER BEEN A VICTIM OF ABUSE? \_\_\_\_YES \_\_\_\_NO

IF YES, PLEASE EXPLAIN. (CONTINUE ON SEPARATE SHEET, IF NECESSARY). \_\_\_\_\_

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7) HAVE YOUR PARENTAL RIGHTS EVER BEEN TERMINATED FOR REASONS INVOLVING SEXUAL OR PHYSICAL ABUSE OF CHILDREN? \_\_\_\_YES \_\_\_\_NO

IF YES, PLEASE EXPLAIN. (CONTINUE ON SEPARATE SHEET, IF NECESSARY). \_\_\_\_\_

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I UNDERSTAND THAT...

A. Rocky River Ranch may deny employment to any person who answers any questions previous 2-5 in the affirmative.

B. In applying for a camp position, the information which I have provided on this form is subject to verification, which may include a criminal history check and request from any Central registry of child abusers.

C. Rocky River Ranch may terminate employment or volunteer service of any person:

1) Found to have a history of complaints or abuse of a minor and/or

2) Found to have resigned, been terminated, or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual abuse of a minor.

D. This disclosure statement must be updated yearly.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MINOR'S PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_