

# AMERICAN COLLEGIATE ADVENTURES

## 2010 Staff Application

Please complete the following application to the best of your ability. Please also include a cover letter indicating why this job would be a good fit for you, your resume, and a clear **photocopy of your driver's license, passport, or government issued id** for identification purposes. You may also attach letters of recommendation, if available. You should return your completed application by email, mail or fax it to 773-342-0246. Email any questions regarding this application to *staff@acasummer.com* or call us at 773-342-0200. If upon review of your application and resume we think you might be good fit for an ACA position, we will email you to set up an interview. American Collegiate Adventures is an equal opportunity employer.

I am applying for a position in:

- ◇ Madison, Wisconsin
- ◇ Washington, D.C.
- ◇ D.C., Philadelphia & Boston
- ◇ London, England
- ◇ Seville, Spain
- ◇ Barcelona, Spain
- ◇ Florence, Italy
- ◇ Costa Rica & Panama
- ◇ Any of the above

**\*\*Must be fluent in the local language for all programs\*\***

Today's Date

Last Name

First Name

Date of Birth (Mo/Day/Yr)

Age

Year in College (or Graduated)

Major

### Current / School Address:

Phone Number

Street Address

Email Address

City, State, Zip

### Permanent Home Address:

Phone Number

Street Address

Email Address

City, State, Zip

### Skills and Abilities:

The following skills are valued by American Collegiate Adventures. Please mark those you feel you may instruct with a "1", those you may assist with a "2" and those you would participate in with a "3".

\_\_\_ Soccer

\_\_\_ Yoga/Pilates

\_\_\_ Basketball

\_\_\_ Canoeing

\_\_\_ Tennis

\_\_\_ Crafts

\_\_\_ Dance

\_\_\_ Weight Training

\_\_\_ Drama / Theater Skills

\_\_\_ Drawing / Painting

\_\_\_ Football

\_\_\_ Golf

\_\_\_ Hiking

\_\_\_ Volleyball

\_\_\_ Nutrition

\_\_\_ Lifeguarding

\_\_\_ Sailing

\_\_\_ Swimming

\_\_\_ Photography

\_\_\_ Running

In which of the following languages do you demonstrate fluency?			Do you have strong, specific course skills (i.e. Writing, Math, Science)?
1. English	2. Spanish	Other languages?	Please List.
3. Italian	4. French		

Have you traveled to other countries? Which one(s)? How long?	Do you play a musical instrument? Which one(s)?

**Education:**

Please list your educational experience (beginning with the most recent school attended):


School

Address

Degree

Dates Attended

**Certifications:**

Please mark those certifications you currently possess and *list their expiration date*. Be sure to attach photocopies of any relevant certification cards to your application.

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|---------------------------------------|---------------------------------------|---|------------------------|
| ◇ Standard First Aid<br>Expires _____ | ◇ Advanced First Aid<br>Expires _____ | ◇ Life Guard Certification<br>Expires _____ | ◇ CPR<br>Expires _____ |
|---------------------------------------|---------------------------------------|---|------------------------|

**Work Experience:**

Please list your recent employment (beginning with the most recent position held):


Employer and dates employed

Address

Responsibilities

Reason for leaving

**References:**

Please list two professional references that can comment on your strengths, experience, and reliability.


Name

Address

Phone Number / E-mail

Title / Company

**Additional REQUIRED Information:**

Have you been treated for any serious medical / emotional illness in the past 3 years? If "Yes," please explain.
If hired, are you willing to pay for and submit to a physical examination, completed and reported to us by your own licensed physician?
Have you ever been charged and/or convicted of a crime other than a traffic violation? If "Yes," please explain.
Have you ever been charged and/or convicted of a crime in which a child was a victim? If "Yes," please explain.
Have you ever been discharged from a previous employment position? If "Yes," please explain.

**Identification:**

\* Required to process application

Do you possess an American driver's license? State:	License #	Social Security#
Do you possess a valid passport?	Country of Issue:	Passport #
<i>Please remember to include a photocopy of either of these documents with your application.</i>		
Have you ever driven a van?		

**Personal Statement:** Attach a separate sheet as necessary

**What experience do you have working with teenagers and/or in a camp setting? Please be as specific as possible.**

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**Why do you want to be an ACA staff member?**

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**What qualities do you possess that would make you an asset on an ACA program?**

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**What are the toughest challenges you anticipate facing this summer and how would you overcome them?**

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**What would our students remember most about you? What would students dislike most about you?**

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**Describe yourself in three words.**

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**How did you hear about employment opportunities with ACA? (If internet, please state specific website)**