

Rotary Camp Onseyawa Staff Criminal Background Check

1. Interested candidates complete a staff application packet that includes:
 - a. Three written references.
 - References are to be from people not related to the candidate.
 - Interview process will start upon receipt of two references.
 - References confirmed by telephone to verify completion of the form and provide the opportunity to share any additional thoughts on the candidates.
 - Candidate will not be hired until all three references are received.
 - b. The application question:
Have you ever been convicted of a crime other than a minor traffic offense? Yes _____ No _____
If yes, please state the type of offense and explain the conviction.
2. Adult candidates offered a camp position based on their application packet and interview will be required to:
 - a. Complete a American Camping Association Voluntary Disclosure Statement that asks:
 - Previous residence(s) for last 5 years (including college and home residences).
 - Have you ever been convicted of any crime of violence against minors?
 - Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?
 - Are you subject to any court order involving sexual or physical abuse of a minor, including, but not limited to domestic order or protection?
 - Have your parental rights ever been terminated for reason involving sexual or physical abuse of children?
 - b. Complete a waiver consenting to a background check of personal and criminal records. (Attached)
3. Adult candidates will be hired subject to a satisfactory criminal background check. Staff will be immediately released if an unsatisfactory criminal background check is received. Determination of an unsatisfactory criminal background check will be made by the Camp Administrator, Camp Director, camp insurance company, and/or CCE Human Resources office representative.

(continued)

