INTERNATIONAL MUSIC CAMP

**ADMINISTRATIVE STAFF APPLICATION – 2024 Season**

Return to: International Music Camp, 111-11th Ave SW, Suite 3, Minot, ND 58701

E-mail: info@internationalmusiccamp.com Phone: 701-838-8472 Fax: 701-838-1351

**Please Type or Print Legibly Application Date**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Number & Street/PO Box

**City/St/Prov\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip/Postal Code\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Secondary Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates available from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrative Staff position for which you are applying:** List in order of preference starting with 1

Concessionist **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Cook**­ \_­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Dean/Counselor **\_\_\_\_\_\_\_\_\_\_\_**

Equipment Manager **\_\_\_\_\_\_\_\_\_** Housekeeping **\_\_\_\_\_\_\_\_\_** Kitchen Assistant **\_\_\_\_\_\_\_\_\_\_\_**

Librarian **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Office Assistant **\_\_\_\_\_\_\_\_** Camp Nurse**\_­­­­\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

Photography & Social Media Specialist **\_\_\_\_\_\_\_\_ (**must provide examples of photography)

**Please read 2024 Job Descriptions carefully for the job requirements for each position.**

**Are there any reasons you may have difficulty in performing any of the essential functions of the job for which you have applied? Yes\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_**

**If yes, please explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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# EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Years | School | Major Subjects | Degree |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# PREVIOUS EMPLOYMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Employer | Address/Phone | Nature of Work | Supervisor |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

# PROFESSIONAL/PERSONAL REFERENCES (provide at least three)

|  |  |  |
| --- | --- | --- |
| Name | Email | Phone |
|  |  |  |
|  |  |  |
|  |  |  |
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**What contributions do you think you can bring to the International Music Camp?\_\_\_\_\_\_\_\_\_**

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**Write a brief biographical sketch, highlighting specialized training and/or experience in the areas that might have a bearing on the position(s) for which you are applying.**

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**Have you been convicted of a crime(s) other than a traffic violation in the past ten years?** (A prior conviction will not necessarily bar you from employment. The camp will consider the type and time of the conviction.) **Yes**\_\_\_\_ **No**\_\_\_\_\_

\* For Canadian Applicants, please send in a copy of your criminal background check, if you already have one.

**Have you ever been criminally charged with any crime related to the mistreatment, abuse or molestation of children?** **Yes** \_\_\_\_\_ **No**\_\_\_\_\_

**The following two questions are not requirements for employment.**

1. Do you have current certification in the following? (Check all that apply)

CPR\_\_\_\_\_ First Aid\_\_\_\_\_

2. Do you speak language(s) other than English? \_\_\_\_\_ If so, which one(s)?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I authorize investigation of all statements herein and release the International Music Camp and all others from liability in connection with the 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 Camp Directors. I also understand that untrue, misleading or omitted information herein may result in dismissal, regardless of the time of discovery by the camp.**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

