INTERNATIONAL MUSIC CAMP
ADMINISTRATIVE STAFF APPLICATION – 2027 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 2027 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:

EDUCATION

Years	School	Major Subjects	Degree

PREVIOUS EMPLOYMENT

Dates	Employer	Address/Phone	Nature of Work	Supervisor

PROFESSIONAL/PERSONAL REFERENCES (provide at least three)

Name	Email	Phone

What contributions do you think you can bring to the International Music Camp?

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.

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**_____