

APPLICATION INSTRUCTIONS

Applicants in the Northern Region, including Ft. Lee Education Center, should send completed applications to Andrew Beckford at 25 E. Salem, Hackensack. Applicants in the Southern Region should send completed applications to Aaron Clark in SRT. If you had attended camp in a previous year, you will not be guaranteed a position at camp for the upcoming season. Since Sawtelle residential programs will be in operation during camp, applicants from these programs will be evaluated on a case-by-case basis.

Applications will not be considered unless all required documents are submitted. Please submit your application on single-sided paper and only use blue ink.

Below is a list of the required documents:

1. Job Application (Must include all approval signatures.)
2. Copy of Applicant's Driver's License (Lighten and enlarge before making copy; faxes will not be accepted.)
3. Employee Health History Form and Copy of Applicant's Health Insurance Card
(Lighten and enlarge the insurance card before making a copy; Place both items in an envelope. Seal envelope and write first and last name on outside of envelope)
4. Affidavit of Criminal History Status (If you had an YCS background check completed before 6/15/16, then you will need to complete an Affidavit of Criminal History Status and have it notarized).
5. Training Requirements (Fill in all training and expiration dates.)
6. Character Reference Check (**for new applicants only**)

All of the above documents are available on the camp webpage on www.ycseonline.org.

It is useful to also review the following documents on the camp webpage at www.ycseonline.org: Job Descriptions, Job Announcement, Explanation of Camp Pay, and Staff Preparations.

If you have any further questions, please contact Owen Broomes at (201) 407-4279, Andrew Beckford at (201) 452-2643 or Aaron Clark at (201) 341-6289.