Thank you for your interest in employment with Seacamp Association, Inc. in the Florida Keys.
The information below will guide you through the application process.

Seacamp Application: This form can be used as a checklist for the application process.
If not already provided:

- A Cover letter stating your desired position and how your experiences make you a qualified candidate
- Current complete resume with no gaps in schooling or employment: include any relevant work
- Complete pages 1-7 of the application (If using a Mac, download the free Adobe Writer software)
  - On page 1, please list at least 3 persons, NOT RETLATED TO YOU OR LISTED AS PREVIOUS SUPERVISORS ON PAGE 2, who have a definite knowledge of your qualifications for the position(s) for which you are applying. Enter the names of former employers, teachers, and/or co-workers.
  - On page 2, complete the employment history and verification forms for all employers, including their name, address, phone number and email. You may need to use multiple copies of page 2. This contact information must be different than your personal references.
    - Sign each form.
    - Seacamp will contact the employers and personal references you have provided.
  - All applicants must read and initial page 5
  - All applicants must sign and date page 7 of the application
- Send complete, official transcript(s) from all community college(s), college(s), and/or graduate school(s) directly to Seacamp.

We hire for spring, summer and fall seasonal positions as well as full time positions. There is no deadline to apply. Once we have received your application, resume and transcripts, we will verify employment and check references. Interviews will then be scheduled with qualified applicants. Actual dates for each season and employment commitment will be discussed in the interview.

ADDITIONAL REQUIREMENTS:

IMPORTANT: The State of Florida Statute 435.05(2) requires that every applicant undergo a Level 2 background screening. The applicant must also attest, under penalty of perjury, to meeting the requirements qualifying an individual to work at a facility in a position of special trust. The applicant must fulfill these requirements independently. Additional information about this requirement will be provided to make an appointment to get a Level 2 background screening/fingerprinting using the digital LiveScan System. DCF will electronically send the results of the screening directly to Seacamp.

Once you have been offered a position, you will need to complete and submit the following:

- Print, sign, and have notarized the *Affidavit of Good Moral Character*.
- A physical examination by a licensed healthcare provider, completed within three months prior to the beginning date of employment. This examination is undertaken at the staff member's expense. The forms for this examination include the American Camp Association's (ACA) standard health form and the National Association of Underwater Instructor's (NAUI) SCUBA medical form.
- Florida Online Boating Safety Course: Please follow this link: http//www.boatus.ort/onlinecourse/Florida.asp to complete the free course. Upon completion of this course, you will be mailed a boater safety card. You will need to bring this card with you to camp.

Upon arrival, you will need to complete and submit the following:

- Documentation verifying citizenship (usually a driver's license or birth certificate and your Social Security card).
- The USCG requires all staff operating Seacamp boats to submit to a drug test by urinalysis. This will be scheduled at camp upon arrival.
- All certification cards that you currently hold (American Red Cross First Aid, CPR, WSI, LGT, SCUBA, sailing, etc.) and your diving log book (summer only).

If you have any questions, please do not hesitate to call.
Thank you again for your interest in joining our team!

Sincerely,
Hiring Committee
(305)872-2331

Email Address: info@seacamp.org

Mailing Address: Staff Hiring
Seacamp Association, Inc.
1300 Big Pine Ave.
Big Pine Key, FL 33043