



TIC SUMMER CAMP

APPLICATION FOR CAMP NURSE/OFFICE MANAGER

Return this application to Emily Riedel, TIC Camp Office, 4620 Dittmar Road, Arlington, VA 22207.
Please attach a recent photo, especially if you need to have a telephone interview.

GENERAL INFORMATION How did you hear about TIC? _____

Full Name _____ Birth date _____ Soc. Sec. # _____

Home address (include street, city, state, zip) _____

Home phone _____ Cell phone _____ Email _____

College _____ Major _____ Degrees _____

If currently attending college, please list your address there, including street, city, state, zip, phone#

SKILLS & EXPERIENCE RELATED TO NURSING: List any certificates you hold (e.g. R.N., L.P.N., E.M.T., First Aid, CPR, etc.) plus any experience in the health field, especially with children, most recent first.

SKILLS & EXPERIENCE RELATED TO OFFICE MANAGEMENT: Are you good with people and on the telephone (articulate, posied, polite, reassuring) plus any office experience, most recent first.

Hourly salary on your last job: _____

REFERENCES: You must distribute three reference forms (with your name at the top of each form) to people who know you well enough to evaluate your suitability for this position, preferably (1) a past employer, (2) someone familiar with your skills, and (3) someone who has seen you with children. List their names, phone numbers and/or emails below. THIS IS IMPORTANT. Your application will not be considered until all three references are received.

(1) _____

(2) _____

(3) _____

PERSONAL STATEMENT: What personal qualities do you have which make you especially suited for this job? (Use the back or attach a separate page, if you wish.)