

# CMT New Counselor and New CIT Application

Summer 2017

Christian Music Theater cmt@gracepa.org  
Grace Lutheran Church • 3149 Waverley Street • Palo Alto, CA 94306  
650-494-1212 www.graceCMT.org

We highly recommend that you keep a copy of these forms for your records.

To apply, complete the following FIVE steps:

## Step One: Interview and Applications

**New CITs and counselors** - Please come to Grace Lutheran for a **15 minute interview on Monday, March 20 OR Tuesday, March 21** anytime between 4:00 and 5:30 pm in the church library (right off the parking lot). Bring this completed form to the interview. DO NOT email or send this application.

It is your responsibility to find alternatives **before 3/20** if you are not available on 3/20 or 3/21.

**You will be informed of your status, hired or not, by April 15, 2017.**

## Step Two: Personal information (please print, in dark ink, legibly)

Your Full Name	Do you prefer a nickname? If so, what do you want to be called?		
Street Address	City, State ZIPCODE		
Your cell phone number (if you have one)	Home Phone		
Personal E-mail	Checked regularly?	CURRENT Grade and age	Birthdate
Parent's Names	Parent's E-mail	Checked regularly?	
Siblings attending CMT	Do you <b>want</b> to work in the same session that your sibling is attending?		
Session enrolled in or wait listed in	Do you <b>mind</b> being a counselor with the same group as your sibling?		
How did you hear about CMT?			

## Step Three: Tell us when you want to work

Indicate **all sessions** for which you are AVAILABLE to work and then list your 1st and 2nd choices. **Please write out the Session and AM or PM, if needed.**

### CMT SUMMER 2016

**I'm Blessed**

**Sinchi Sacha**

**We Have a Right**

**Mirabelle Van deVeer**

**1:** June 12 - 16 all day

**2A:** June 19 - 30 am

**3:** July 24 - 28 all day

**4A:** July 31 – Aug 11 am

**4B:** July 31 – Aug 11 pm

First Choice

Second Choice

AM counselors and CITs are required to be at camp from 8:45 am -12:30 pm Monday-Friday.

PM counselors and CITs are required to be at camp from 12:45 - 4:30 pm Monday-Friday.

Full day counselors and CITs are required to be at camp from 8:45 am - 4:30 pm Monday-Friday.

- **All counselors and CITs are required to attend a mandatory Child Safety Session on June 4, 2017 from 6-7 pm**
- And an orientation at 7:00 pm the Sunday evening before your assigned camp session starts
- And to attend the show, and the end of session clean-up/pizza party on the last **Friday** of your session.
- In addition, there are several outside of camp events that are scheduled, often including an evening pool party, and a morning breakfast. The schedule of these events will be provided at orientation.
- Each counselor/CIT is required to have (and wear) a CMT counselor shirt — available for purchase for \$15 at your orientation.

**I am available to attend the Child Safety Session on June 4, 2017 from 6 - 7 pm.**

## **\*\*Things to Remember\*\***

- Please wear **modest** and **appropriate** clothes to work. Each counselor is required to have and wear a CMT counselor shirt (purchase for \$15).
- You are **REQUIRED TO ATTEND YOUR SESSION'S PERFORMANCE!** (AM performances are Thursday night of the second week of the session. PM performances are Friday night of the second week of the session.) One week session performances are on Friday night.
- We strongly encourage attendance at counselor parties / events (dates and times TBA), when we let loose and have fun, and build relationships!
- If you foresee any problems with fulfilling these commitments please let us know.
- If you are hired, under 18 and a high school student, (**NOT CITs**) you must complete the forms available for download on the website to receive a paycheck. (I.e. work permit, I-9, W-4) **FORMS MUST BE TURNED IN** by the date listed on your hire e-mail. All counselors (**not CITs**) need to have an I-9 on file and must turn in a new W-4 each year. A new work permit is needed each year for high school students under 18 who have not yet graduated.

## **Step Four: Choose one from each row**

### **Would you rather...**

- |   |           |  |
|---|-----------|--|
| <input type="checkbox"/> be a Hollywood star      | <b>OR</b> | <input type="checkbox"/> be a Hollywood agent          |
| <input type="checkbox"/> be the person who cleans | <b>OR</b> | <input type="checkbox"/> the person who makes the mess |
| <input type="checkbox"/> lead a boisterous game   | <b>OR</b> | <input type="checkbox"/> have a quiet conversation     |
| <input type="checkbox"/> sing someone else's song | <b>OR</b> | <input type="checkbox"/> make up your own song         |
| <input type="checkbox"/> have one best friend     | <b>OR</b> | <input type="checkbox"/> a group of good friends       |
| <input type="checkbox"/> follow instructions      | <b>OR</b> | <input type="checkbox"/> find another way to do it     |

## **Step Five: Fill out the form "Questions for Working with Youth"**

Looking forward to talking with you at the interview.

Blessings, Karen Salveson

**Step Five: Questions for Working with Youth (This section is REQUIRED)**

Are you a member of Grace Lutheran Church?

Another church?

Are you a part of any committees, organizations within Grace?

Please describe briefly any church involvement over the past few years:

Do you belong to any organizations, groups within the community?

Have you ever been charged with or convicted of sexual misconduct or abuse, or been the subject of a complaint to any employer, government, or other agency, organization, or person, charging sexual abuse, misconduct or harassment?

Yes No Your comments:

Studies have shown that individuals who abuse children have often been abused themselves as children. If you were abused as a child, or have ever been an abuser or the partner of an abuser, or have been involved in any way in an abusive situation, and are concerned that these experiences might impact your care of children, please share this with the program director or one of the employees. Our staff will help you or will refer you to professional help in the community.

Your comments:

Because leaders of children and/or youth are role models, smoking and the possession and/or use of alcohol or drugs are inappropriate while supervising minors. Thus, if you smoke, drink or use drugs, even occasionally, would you be willing to agree that you would abstain from any use of tobacco, alcohol or drugs while in the presence of children and youth in the CMT sponsored or related activities? Yes No

Your comments:

Please provide the names, addresses, and phone numbers of three contacts (preferably agencies or organizations) that are acquainted with your work with children.

All the information I have provided in the process of applying to work with the children/you of Christian Music Theater is true and correct to the best of my knowledge. I voluntarily and knowingly authorize any person named herein as a contact to give the staff of CMT any information they may have regarding my character and fitness for working with children and youth. I voluntarily release and agree to hold harmless from liability (a) all such agents, that provide information in connection with this form, and (b) Christian Music Theater and its officers, employees and volunteers in connections with the verification of any information provided in this form.

I have read and understood the information contained in Christian Music Theater's Safe Community Policy and will comply with the procedures and policies described.

Signature:

Date:

We look forward to hearing from you! CMT couldn't happen without you!

Blessings,  
Kären Salvesson