

Hiring Policies

The Catalina Experience™ at White's Landing

1. Applicants will receive, at the time of application or change of position, a written position description that is representative of the position responsibilities for which they are applying.
2. Complete an application, in its entirety, and submit to The Catalina Experience office.
3. At a minimum, have two references interviewed that are non-relatives, whether in writing, over the telephone, or face-to-face.
4. Complete interviews with the appropriate TCX representative.
5. Complete and sign a Voluntary Disclosure Form.
6. Submit to and successfully pass a drug test.
7. Submit to and successfully pass a criminal history background check.
8. Have name searched in National Sex Offender Registry.
9. Read, agree to, and sign the TCX Standard of Behavior Form.
10. Year around staff will submit to random drug testing and frequent checks of the National Sex Offender Registry.

Screening

The following are steps in the screening process for staff applicants of The Catalina Experience that are to be completed:

1. Verification of previous employment
Check at least two positions from previous work (or volunteer) history completed for all staff.
2. Reference checks
At least one acceptable personal reference received for all staff. Reference checks will be conducted by phone interview and documented. At least two acceptable job related references received for all seasonal and full time positions. Applicants to complete form authorizing camp to seek references. Interviews will be done over the phone and a form filled out and signed by TCX personnel doing interview.
3. Verification of degree/license/certification
Random spot check of educational information supplied by administrative, program director, and environmental education applicants. Copies of license/certification required for health care personnel, and waterfront personnel.
4. Criminal history checks
Satisfactory history checks required for all new year-round staff, and seasonal staff with supervisory contact with children or youth groups. Voluntary Disclosure Form required for all staff. We will also check the National Sex Offender Registry.
5. Personal interview
Personal interviews are to be conducted with staff as follows:
Perspective Seasonal Staff and returning Staff- Camp Manager and Directors will interview all camp staff—preferably in person but at least by phone for all positions.
6. Health Review
Each staff member must have doctor-signed proof of a health exam in the past 24 months.