



# Culver Summer Schools & Camps

## Summer Staff Checklist

### 2022-2023

This checklist is intended to guide you through the Culver Summer Schools & Camps staff onboarding process.

**Submit the Summer Staff Application**

To complete the application please [visit this link](#). You will be prompted to log in or create your account once the “Apply Now” button is selected at the bottom of the page. Note: If you forget your password, select “Forgot Password” and look for an email from [jobs@culver.org](mailto:jobs@culver.org).

**Summer Staff Application Review**

The application will be reviewed by the Summer Hiring Committee.

**Interview Process**

If your application meets Culver’s employment standards and includes skills that align with current open positions, you will receive an invitation to meet with a Camp Director for an interview.

**Accept Offer Letter**

If selected for employment, you will receive an email via Dayforce with a live link to your job offer.

***International Staff Only: Submit DS-2019, I-20 and Passport***

If you require additional work authorization to be employed in the United States, Jodie will reach out to request your DS-2019, I-20 and a photocopy of your passport. **It’s imperative that your name matches the name on your passport.**

**Complete Background check via HireRight**

Staff background checks will be completed through HireRight. Background checks will begin January 1, 2023.

**Accept CampDoc Invite**

Once the background check is complete, be on the lookout for an email invitation from CampDoc to complete your required pre-camp enrollment forms.

**Complete Vital Camp Virtual Training**

Complete the pre-camp training via [Vital Camps](#). You will receive an email from [support@intuto.com](mailto:support@intuto.com) with your login credentials.

**Complete Form 1-9**

Complete the [Form I-9](#) and submit a printed copy to Human Resources at staff registration. At this time, you will be required to provide your ID (passport or combination of DL (Driver’s License) and social security card OR DL and birth certificate). Note: Your State ID can be used in place of a DL. All forms of ID MUST be current, expired IDs will not be accepted. The official list of acceptable documents can be [found here](#). **You cannot legally work if you are unable to provide official identification.**