

# YMCA Camp Apex Staff Employment Application

Equal Opportunity Employer

Smoke & Drug-Free Work Place

**Please read carefully before completing this application.**

Camp Apex and the YMCA in Greenfield does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intended to be used in a discriminatory manner.

**Your completed application will be reviewed carefully,  
but its receipt does not guarantee you will be contacted.**

1. Please read all of the information before filling out your application.
2. Use legible handwriting and/or attach a separate paper for additional space.
3. This application will not be considered complete without references, and proper signatures.
4. Fill out the application completely, leaving no blanks. Use NA for "not applicable."
5. We will verify information. Any false or misleading information will disqualify you.
6. Please forward this application to the YMCA in Greenfield c/o Dave Garappolo  
Address - 451 Main St. Greenfield MA, 01301-3367

Name \_\_\_\_\_ D.O.B \_\_\_\_\_  
(Last) (First) (Middle) MM/DD/YR

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home telephone number ( ) \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Phone number ( ) \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_

## **Some information for perspective Camp Apex Employees**

**All counselors and staff must be at least 16 years old.**

- ⌘ The Camp Day runs from 8:30 a.m. to 4:30 p.m. All staff are required to work full days Monday through Friday.
- ⌘ Camp Staff are required to attend orientation sessions in June before the beginning of the camp season.
- ⌘ Apex staff are required to attend Staff meetings which are held weekly and four Family Nights (usually the second Thursday of each session until 8:30 p.m.).

***APPLICATION DEADLINE—MARCH 11, 2011***

Were you previously employed by a YMCA? Yes No If yes, date? \_\_\_\_\_  
 which YMCA? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_ Yes \_\_\_\_ No

If hired, do you have adequate transportation to/from the YMCA or camp? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No

If yes, explain \_\_\_\_\_

Are you related to anyone currently employed by the YMCA in Greenfield? \_\_\_\_ Yes \_\_\_\_ No

**Employment Record** *List below present and past employment, beginning with most recent.*

Dates: month & year	Name, address, & phone # of employer	Job title and wages	Supervisor's name	Why did you leave?
From  To	Ph.#			
From  To	Ph.#			
From  To	Ph.#			
From  To	Ph.#			

**Educational Record** *List below present and past education, beginning with most recent.*

Dates: month and year	Name of school city & state	Major field of study	Degree earned or last grade completed
From  To			
From  To			
From  To			

Please describe qualities about yourself that would make you an effective staff member at Camp apex: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How would you expect a camper to benefit from a two-week experience in your group?

\_\_\_\_\_  
\_\_\_\_\_

Why would you want to work at camp, considering the limited pay and long hours?

\_\_\_\_\_  
\_\_\_\_\_

Do you have any reservations or limitations that would hamper your ability to perform the job applied for? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other skills, training, professional licenses, or certifications related to the position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Achievements (include dates) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read carefully before signing**

I certify that the information provided on this application and on other forms I complete as part of my employment process is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the schools, persons, previous employers, agencies, and other organizations named on employment forms to provide the YMCA its authorized employees, agents, or representatives with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies, and organizations from any and all liability that they might otherwise incur as a result. I understand that failure to provide true and accurate information could result in refusal of employment or dismissal from employment without advance notice.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## STATEMENT OF APPLICANT

In the YMCA in Greenfield 's efforts to attract the highest quality staff, I have been advised that as part of the application process for employment, an extensive inquiry will be made concerning my prior employment, activities, character, and health. This inquiry will include conviction criminal history records and information in my background related to child abuse. I fully consent to and authorize all such inquiries. I will provide the requested information for the sole purpose of obtaining a conviction-only criminal history file search. I understand that my continued employment is contingent upon a clean criminal history background check and a physician's statement showing me to be in good health.

I authorize the YMCA to request my employment record from any former employer's. I further understand that inquiries may be made concerning my background, experience, and prior employment. I waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I am considered for employment. I also release the YMCA from any liability re: sharing with third parties any child abuse information gathered in this background check or observed during my employment with the Y.

In the event of my employment by the YMCA in Greenfield, I will comply with all policies set forth in the personnel manual and with other policies established from time to time by the organization. I also understand that if hired as a YMCA employee or volunteer, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, including, but not limited to babysitting or inviting children to my home.

I understand that the YMCA will take any allegations or suspicious of child abuse seriously and will report such allegations to the police and state agencies for investigation.

Any misrepresentation or omission of facts discovered after employment may be cause for termination of employment with the YMCA.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Certifications</b>			
	Type of Certification	Organization	Expiration Date
_____	Standard First Aid		
_____	Advanced First Aid		
_____	Archery		
_____	Community CPR		
_____	CPR/BLS		
_____	Life Guarding		
_____	Canoe		
_____	Boating		
_____	Low Ropes		
_____	High Ropes		
_____	Rock Climbing		
_____	Other: _____		

\* You will need at least three (3) written recommendations/references on file.

## YMCA STAFF AND VOLUNTEER REFERENCE FORM

Dear \_\_\_\_\_ :

\_\_\_\_\_ has named you as a reference in his or her application for employment as \_\_\_\_\_ by the YMCA in Greenfield . Please read the instructions below and return the completed form to us at your earliest convenience. Please note that the candidate's application cannot be fully processed until all distributed reference forms have been returned.

The applicant named above has applied for a position of responsibility and, in all likelihood, will be supervising children as a component of his or her duties. YMCA staff must be extremely trustworthy and able to work with children outside the "line-of-sight" supervision of a YMCA administrator. Each staff member is expected to work as a part of a TEAM to accomplish the YMCA's program goals and mission.

For these reasons, you are asked to answer the following questions to the best of your ability, insofar as you are acquainted with the candidate. Should you wish to discuss aspects of this candidate's performance, personality or background in more detail, please contact the Camp Apex Director at 773-3646 x436.

Check one:

- Please keep this reference confidential.  
 This reference may be shared with the candidate and other potential employers.

1. What is your relationship to the candidate? How long have you known him or her?
2. What are the candidate's five most prominent strengths?
3. In what five areas does the candidate need the most improvement?
4. Please comment on this candidate's maturity.
5. Please comment on this candidate's ability to be a role model for youth.
6. Please describe this candidate's ability to:  
work with children

work in groups

work with authority figures

function as a leader

7. Please describe how this candidate would contribute to the accomplishment of the YMCA's mission and goals for program participants.
  
8. To your knowledge, has this applicant ever exhibited poor judgment, examples of instability, or behaviors consistent with child abuse of any kind? If yes, please explain.
  
9. To your knowledge, has this applicant ever been suspected of, arrested for, or convicted of child abuse or child sexual assault? If yes, please explain.
  
10. Would you recommend that the YMCA hire this candidate for the position described?

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Phone Number

Please return to: David Garappolo, Youth Program Director  
YMCA in Greenfield  
451 Main Street  
Greenfield, MA 01301-3646

Parent signature, if under 18.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Sign Name