



**MetroWest YMCA**  
**We build strong kids,**  
**strong families, strong communities.**

2010 Season

Greetings,

Thank you for your interest in serving on the summer aquatics staff at the Metro West YMCA Hopkinton Branch. We are looking for dedicated and talented people who not only bring outstanding aquatic skills with them, but also are friendly, outgoing and willing to develop working relationships with people of all ages. Our aquatics program is multi-functional, in that we work with our day camp program in the morning and early afternoon hours, and then we work with our swim club members after 3:00pm and on weekends. We are looking for people who are willing to work weekends as well as during the week.

The Pool season runs from June 5th until September 6th. We will be open weekends only until June 27<sup>th</sup> when our day camp begins and we go full time. You will also be required to attend staff trainings at dates and times to be announced. Our pool is open until 8:00pm in June and July and will be open until 7:00pm beginning the middle of August.

The application process is as follows:

In this packet are the 2010 Aquatics Staff Application and related forms. Once you complete the application and forms return then to the MetroWest YMCA in Hopkinton, so an interview may be scheduled. Employment decisions will be made after the interview is completed and your references are checked. If you are selected to be a member of our staff team, a staff agreement will be sent to the address you listed on your application. We do review a large number of applications, so we cannot guarantee that positions will stay available. Please return your application quickly.

If you have any questions about our program, please feel free to contact me at 508-435-9345 ext 14.

Once again thank you for your interest. I look forward to receiving your application.

Sincerely,

John D. Barclay  
Branch Executive Director  
MetroWest YMCA Hopkinton Branch  
45 East Street, Hopkinton, MA 01748  
508-435-9345 x 14  
508-435-9201 Fax  
[jbarclay@metrowestymca.org](mailto:jbarclay@metrowestymca.org)



**EDUCATION/SKILLS**

<u>NAME OF SCHOOL</u>	<u>CITY &amp; STATE</u>	<u>GRADUATE?</u> (Yes/No?)	<u>WHAT DEGREE?</u>
High School	_____	_____	_____
Trade/Technical School	_____	_____	_____
College / University	_____	_____	_____
Other Courses/Schooling	_____	_____	_____

**WORK HISTORY** List present or most recent job first. You may include in your work history any work performed on a volunteer basis.

<u>DATE OF</u> <b>EMPLOYMENT</b>	<u>COMPANY NAME</u>	<u>ADDRESS</u>	<u>JOB TITLE</u>	<u>REASON FOR</u> <b>LEAVING</b>	<u>RATE OF</u> <b>PAY</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**REFERENCES** Please list three (3) references whom you have known for at least two (2) years.

One of the three references **must** be a family member.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>RELATIONSHIP</u>	<u>HOW LONG?</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please describe any job-related skills or training not mentioned above: \_\_\_\_\_

**PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW:**

I certify that the information given above is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the MetroWest YMCA to make inquiries regarding my work or educational history and the character of my prior employers, schools, etc. I hereby release employers, schools or individuals from all liability in responding to inquiries in connection with my application and release the MetroWest YMCA from all liability with respect to such inquiries.

I understand that no verbal promises or guarantees relating to employment are binding upon the MetroWest YMCA and that, if employed, I will be an employee "at will" and may be discharged at any time for any reason, with or without cause.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability. The MetroWest YMCA is an Equal Opportunity Employer.***

**MetroWest YMCA Hopkinton Branch  
2010 Aquatics Addendum**

Please complete the following and mail to:

John D. Barclay, Branch Director  
45 East Street, Hopkinton, MA 01748

Dear Applicant,

Thank you for your interest in our Aquatics program. We are a 116-acre outdoor center, with two swimming pools, abutting the Ashland Reservoir. Our lifeguards work with all of our participants; from summer day campers to families with our Family Swim Club. Please take the time to look through the enclosed brochures to better acquaint you with our programs. Once I receive your application I will call to set up an interview. Thanks for your time, and I look forward to meeting you!

Sincerely,

John D. Barclay

Full Name: \_\_\_\_\_

Are you under the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_

Home Address:

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

School Address: (if living away at school)

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

Home Phone: (with area code)

\_\_\_\_\_

School Phone: (with area code)

\_\_\_\_\_

Email Address: \_\_\_\_\_

Living at College/School until (then I can be reached at home): (Date) \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, what was the nature of the offense: \_\_\_\_\_

What position are you applying for this summer? \_\_\_\_\_

List Current Certifications and Expiration Dates: (ex. Red Cross Lifeguard – Dec. 2009)

_____	_____
_____	_____
_____	_____
_____	_____

(over, please)

List your previous experience with Hopkinton Branch or Framingham Branch

Branch	Year	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Summarize any other employment history, training, and other skills that may have prepared you for this position:

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

List other experiences working with children and/or families: \_\_\_\_\_

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

What are your hobbies, special interests and extra-curricular activities? \_\_\_\_\_

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

What contributions can you make to the aquatics program, camp, and ALL staff this summer?

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

I certify that the information is accurate and complete, with the knowledge that falsification of application information is grounds for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Reference Form MetroWest YMCA at Hopkinton

**To the Applicant:** Please fill out and sign the boxed section and give to a non-related individual to fill out.

Name: _____ Position applied for: _____	
I authorize the release of this information to the MetroWest YMCA.	
_____	_____
Signature	Date

**To The Reference:** The above-named individual has applied for a position at the MetroWest YMCA Summer Day Camp and Family Swim Club. Because it is important that the members of our staff have the patience and understanding to work well with children, parents, and fellow staff members, we would like information concerning the personal and professional qualifications of this applicant. Characteristics such as creativity, initiative, self-motivation, energy, cooperation, and personal integrity are important. Your assistance is appreciated, and your responses will be kept in confidence. Thank you for your promptness in completing this form! Please return it to the address below as soon as possible. Thank you!

How long and in what capacity have you known this applicant?

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What do you feel is the greatest strength of this applicant with regard to being a staff member at the MetroWest YMCA's Day Camp and Family Swim Club?

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In what way would you like to see this applicant develop personally and professionally?

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Would you have any reservations about your child being in the care of this applicant? Please comment.

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In your opinion, is this applicant a suitable positive role model for people of all ages Please comment.

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Please rate this applicant in the following areas:

	Excellent	Good	Fair	Poor	N/A	Comments
Cooperates with supervisors						
Has good communication skills						
Relates well with children						
Is patient						
Is punctual						
Displays a positive attitude						
Is mature						
Is safety-conscious						
Has a sense of humor						
Can grasp ideas quickly						
Considers alternatives and consequences before acting						
Completes tasks enthusiastically						
Relates well with peers						
Is caring						
Is honest						
Is respectful						
Is responsible						
Is flexible-can adapt to changing situations						

\_\_\_ I recommend hiring without any reservations

\_\_\_ I recommend hiring with some reservations (List concerns below)

\_\_\_ I recommend that this applicant not be hired (List concerns below)

Remarks: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Organization

\_\_\_\_\_  
 Telephone

Please return this form to: Branch Executive Director, MetroWest YMCA at Hopkinton, 45 East Street, Hopkinton, MA 01748  
 508-435-9345 voice – 508- 435-9201 FAX

# Reference Form MetroWest YMCA at Hopkinton

**To the Applicant:** Please fill out and sign the boxed section and give to a non-related individual to fill out.

Name: _____ Position applied for: _____	
I authorize the release of this information to the MetroWest YMCA.	
_____	_____
Signature	Date

**To The Reference:** The above-named individual has applied for a position at the MetroWest YMCA Summer Day Camp and Family Swim Club. Because it is important that the members of our staff have the patience and understanding to work well with children, parents, and fellow staff members, we would like information concerning the personal and professional qualifications of this applicant. Characteristics such as creativity, initiative, self-motivation, energy, cooperation, and personal integrity are important. Your assistance is appreciated, and your responses will be kept in confidence. Thank you for your promptness in completing this form! Please return it to the address below as soon as possible. Thank you!

How long and in what capacity have you known this applicant?

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What do you feel is the greatest strength of this applicant with regard to being a staff member at the MetroWest YMCA's Day Camp and Family Swim Club?

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In what way would you like to see this applicant develop personally and professionally?

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Would you have any reservations about your child being in the care of this applicant? Please comment.

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In your opinion, is this applicant a suitable positive role model for people of all ages Please comment.

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Please rate this applicant in the following areas:

	Excellent	Good	Fair	Poor	N/A	Comments
Cooperates with supervisors						
Has good communication skills						
Relates well with children						
Is patient						
Is punctual						
Displays a positive attitude						
Is mature						
Is safety-conscious						
Has a sense of humor						
Can grasp ideas quickly						
Considers alternatives and consequences before acting						
Completes tasks enthusiastically						
Relates well with peers						
Is caring						
Is honest						
Is respectful						
Is responsible						
Is flexible-can adapt to changing situations						

\_\_\_ I recommend hiring without any reservations

\_\_\_ I recommend hiring with some reservations (List concerns below)

\_\_\_ I recommend that this applicant not be hired (List concerns below)

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Telephone

Please return this form to: Branch Executive Director, MetroWest YMCA at Hopkinton, 45 East Street, Hopkinton, MA 01748  
508-435-9345 voice – 508- 435-9201 FAX

# Family Member Reference Form MetroWest YMCA at Hopkinton

**To the Applicant:** Please fill out and sign the boxed section and give to a related individual to fill out.

Name: _____ Position applied for: _____	
I authorize the release of this information to the MetroWest YMCA.	
_____	_____
Signature	Date

**To The Reference:** The above-named individual has applied for a position at the MetroWest YMCA Summer Day Camp and Family Swim Club. Because it is important that the members of our staff have the patience and understanding to work well with children, parents, and fellow staff members, we would like information concerning the personal and professional qualifications of this applicant. Characteristics such as creativity, initiative, self-motivation, energy, cooperation, and personal integrity are important. Your assistance is appreciated, and your responses will be kept in confidence. Thank you for your promptness in completing this form! Please return it to the address below as soon as possible. Thank you!

How long and in what capacity have you known this applicant?

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What do you feel is the greatest strength of this applicant with regard to being a staff member at the MetroWest YMCA's Day Camp and Family Swim Club?

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In what way would you like to see this applicant develop personally and professionally?

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Would you have any reservations about your child being in the care of this applicant? Please comment.

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In your opinion, is this applicant a suitable positive role model for people of all ages Please comment.

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Please rate this applicant in the following areas:

	Excellent	Good	Fair	Poor	N/A	Comments
Cooperates with supervisors						
Has good communication skills						
Relates well with children						
Is patient						
Is punctual						
Displays a positive attitude						
Is mature						
Is safety-conscious						
Has a sense of humor						
Can grasp ideas quickly						
Considers alternatives and consequences before acting						
Completes tasks enthusiastically						
Relates well with peers						
Is caring						
Is honest						
Is respectful						
Is responsible						
Is flexible-can adapt to changing situations						

\_\_\_ I recommend hiring without any reservations

\_\_\_ I recommend hiring with some reservations (List concerns below)

\_\_\_ I recommend that this applicant not be hired (List concerns below)

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Telephone

Please return this form to: Branch Executive Director, MetroWest YMCA at Hopkinton, 45 East Street, Hopkinton, MA 01748  
508-435-9345 voice – 508- 435-9201 FAX

