



Summer Day Camp 2012

Dear Day Camp Applicant:

Thank you for your interest in serving on the 2012 Day Camp Staff at the MetroWest YMCA. Our staff is a select team of individuals dedicated to bringing the best camp program possible to the children that attend our camp. In this letter I would like to introduce you to our camp and the programs that are available.

The Day Camp at the MetroWest YMCA has been in operation for over 45 years. The camp is located on a wooded 116 acre property near the Ashland Reservoir in Hopkinton. The camp runs for ten weeks every summer, which includes a week of staff training, four two-week sessions, and one final one-week session. In 2012, our mandatory staff training week begins on Monday June 18th, and the last day of camp is Friday, August 24th.

Programs at our camp include swimming lessons and free swim times at our in-ground pool, high and low activities on our 30+ element ropes course, arts and crafts, music and drama, all kinds of sports, canoeing and kayaking on the Ashland Reservoir, archery, outdoor skills, nature exploration, video production and farming. Group counselors also have the opportunity to directly lead games and activities with their group. Every day is busy and full of fun and adventure.

Our application process is as follows: In this packet you will find a 2012 Staff Application and related forms. Once your completed application is returned to the MetroWest YMCA it will be reviewed. If your application shows you to be a candidate of interest, then you will be contacted to schedule an interview. At the interview, you will be asked to tell us about yourself, your interests, your abilities, and why you want to work with children at our camp. Employment decisions will be made after the interview is completed and references are checked (please make sure you provide the mandatory four references with complete contact information on your application). If the decision is made to offer you a position on our staff team, a staff agreement will be sent to the address that you listed on your application. We do review hundreds of applications each season, so we cannot guarantee that positions will stay available. Please return your application quickly for consideration. It is mandatory that all staff be CPR and First Aid certified. Classes will be made available prior to the start of staff training for those who need to obtain certification. Certification can also be obtained through an outside agency so long as you are certified before beginning employment with us.

Applications will be available beginning in January 2012, with interviews beginning in February. We will continue to accept and review applications on a rolling basis until all staff positions are filled.

Being a camp counselor is an incredible job and there is no experience like it! It is a job that requires endless energy and creativity, as it is our job to make sure campers are safe and having the best experience possible. If you have questions about our camp, please feel free to give me a call. Should you desire to see our camp; an informal tour can be arranged. Please also visit www.metrowestymca.org to find out more about camp and the MetroWest YMCA. Again, thank you for your interest and I look forward to receiving your application.

Sincerely,

Kerry Packard
Youth and Camping Director
MetroWest YMCA Family Outdoor Center
45 East Street, Hopkinton, MA 01748
508-435-9345 x 15
508-435-9201 Fax
kpackard@metrowestymca.org

MetroWest YMCA Day Camp 2012

Questions & Answers for Potential Staff Members

Q. When does the 2012 season begin and end?

A. The first day of mandatory staff training is Monday, June 28, 2012. The first day of camp for campers is Monday June 25th. The last day of camp for the camp season is August 24, 2012.

Q. When is staff training happening?

A. We offer a comprehensive staff-training program that is designed to equip our staff members for an outstanding summer camp season. In 2012, **Staff Training runs from Monday, June 18th through Saturday, June 23, 2012.** Training times may vary from day to evening hours. Make up sessions are offered for staff members who have extenuating circumstances and are unable to attend all regularly scheduled sessions (i.e., staff that are still in school as students or teachers). Please note that Unit, Leaders, Head Counselors, Specialists and Camp Nurses will be required to attend mandatory trainings/meetings prior to the start of staff training as scheduled by the camp director.

Q. What are the required hours for staff?

A. Camp runs Monday-Friday. The typical camp day has staff arriving at camp at **8:15am**. Staff members are typically dismissed between 4:00 and 4:15 PM. Every Wednesday afternoon, a mandatory staff meeting is held from 4:15 PM to around 5:00 PM. Every *other* Wednesday, our camp staff hosts a Family Fun Night from 5:00 PM to 8:15 PM. In 2011, the dates of the Family Fun Nights are tentatively scheduled for July 5(Thursday), July 18, Aug 1, Aug 15 and Aug 22. All staff except junior counselors is **required to work three Family Fun Nights.** Overnights take place on the first Friday of each two week session and are scheduled for June 29, July 13, July 27 and August 10. All staff members except junior counselors **are required to work up to two overnights.**

Q. Will I be able to take time-off?

A. The nature of a Summer Camp program is that we hire the number of staff necessary to run a quality camp and to maintain mandated camper to counselor ratios. Staff who are hired understand they are **making a commitment** to work their contracted weeks, hours and mandatory events such as staff training and Family Fun Nights because they are making a commitment to our campers. We do understand that things do come up and therefore allow **no more than 3 unpaid personal days to all staff.** Staff can choose to use none or all 3 of these days over the course of the summer but must have the days they are requesting approved by the Camp Director at least two weeks in advance. Personal Days will not be counted if a staff has a family emergency or death in the family and needs to take time off. College orientation days do count towards your allotted three days. A doctor's note is required if staff are too ill to work. Failure to produce a doctor's note will result in the loss of a personal day. Staff are not paid for days not worked. Have doctor/dentist appointments scheduled for early morning or late afternoon so you do not have to take a personal day for such matters. If you know you will need more than 3 days off there is the possibility of working out a partial summer contract depending on staff needs from session to session but this is the only exception. We need consistency in our staffing for the needs of our campers so if you cannot make the commitment for the days and times above, we cannot hire you. Note that if you need to go back to school prior to the end of the regular camp season on August 24th, days requested will count as your personal days.

Q. Are there opportunities to earn additional money?

A. YES! There is a limited number of additional responsibilities staff members may take on to earn additional money. Our Camp runs an Extended Care program in two locations (here at camp and at the main YMCA branch in Framingham), both in the morning starting at 7:00 AM, and in the afternoon until 6:00 PM. Staff members are needed to staff these programs. Also, we need staff members to serve as Bus Monitors. Our camp has 8 bus routes that bring campers to and from camp. Bus Monitors get on at the first stop in the morning, and get off at the last stop in the afternoon. They are there to take attendance, keep order on the bus, and to make sure campers are met at the bus stop by an appropriate person. *Staff members are paid an hourly rate for these duties but this rate is different from the rate you are paid for the normal camp day.*

Q. Where is your camp?

A. Our office is located at 45 East Street, in Hopkinton, MA. Our camp is 116 acres in size, and is right next to Ashland State Park and the Ashland Reservoir.

Q. Where do the campers come from who attend your camp?

A. Our camp serves a wide diversity of children from throughout the Metro-West area.

In 2011, our campers came from Ashland, Framingham, Holliston, Hopkinton, Marlborough, Medway, Milford, Medway, Millis, Natick, Southborough, Sudbury, Upton, Westborough and various other towns.

Q. What kind of jobs are available at your camp?

A. **Unit Leaders** (Minimum age 21, completed junior year of college or equivalent) are responsible for the safe and effective operation of a sub camp consisting of 50-120 campers and 10-20 staff members. Responsibilities include counselor training and evaluation, camper attendance and discipline, communication with parents, all camp event and activity planning, etc. Unit Leaders are a part of the Camp Leadership Team and must be present for pre—camp planning meetings at the end of May and beginning of June prior to the start of Staff Training. Unit leaders must attend all Family Fun Nights and work 2 overnights.

Senior Counselors (Minimum age 18, High School Graduate) are in charge of a group of campers within a sub camp throughout the day. They help the campers with activities, lead games, and work to make the camp experience the best it can be for each camper. Senior Counselors who are at least 20 years old, have prior camp experience and show strong leadership potential would be eligible to apply for a **Head Counselor position**. Head counselors are a part of the Camp Leadership Team and assist Unit Leaders in the leadership of their sub camp and will be assigned to work with all of the groups within that sub camp as needed. Head counselors must work all Family Fun Night and 2 overnight's as well as attend scheduled pre-camp leadership team meetings.

Junior Counselors (Minimum age 17 and completed Jr. Year of High School) work as partners with Senior Counselors in supervising a group of campers. They help oversee games and activities, and seek to learn everything there is to know about being a camp staff member.

Specialists/Asst. Specialists (minimum age 19) develop and carry-out programs in specific topics with campers. They need to have a working knowledge of a specialist area, and a passion for teaching children in an outdoor setting. 2011 Specialist areas included Archery, Arts & Crafts, Boating, Music, Drama, Nature, Challenge/Ropes, Sports, and Outdoor Skills. Some specialist positions require specific certifications that the applicant will have to acquire on their own in order to be considered for that position.

Lifeguards (Minimum age 16, Lifeguard certification required) work to maintain a safe and fun environment at our outdoor in-ground pool. Lifeguards work a regular schedule determined by the Camp Aquatics Director, and supervise campers during instructional and free swim times.

Q. What do I get out of a summer with your camp?

A. Aside from competitive pay, you will enjoy an active summer outdoors. You will work with an excellent team of fellow staff members, all of whom are doing their best to give our campers an awesome camp experience. You will gain experience in working with children and in developing youth programs; great material for your resume! Best of all, you will be spending your time and effort making a real difference in the lives of children. There is no better job than being a Camp Counselor! Come be a part of our team and make memories that will last a lifetime!

If you have any further questions please contact, the Kerry Packard, Camp Director at 508-435-9345 ext 15



MetroWest YMCA

Employment Application

Thank you for your interest in the YMCA!

We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws. Reasonable accommodations will be made for applicants with disabilities and qualified new hires.

If you would like to join the YMCA staff team, please complete the application below.

- Be sure to write legibly.
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

Personal Information

Position Applying For: _____ Date: _____

Name: _____ E-mail: _____

Last

First

MI

Address: _____

Street

City

State

ZIP

Telephone: Home ____/____ Business ____/____ Cell ____/____

Previous residence if less than five (5) years: _____

City / State _____

If necessary, best time to call you at home is _____ AM/PM

May we contact you at work? Yes No

If yes, work number and best time to call..... (____) _____ AM/PM

If you are under 18 years of age and it is required, can you furnish a work permit? Yes No

NOTICE TO APPLICANTS: THE METROWEST YMCA MAINTAINS "ZERO TOLERANCE" FOR ABUSE.

Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to all staff.

Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

Employment Information

What type of position are you applying for? Department: _____

Full time (35-40 hours per week, 12 months) Part Time Seasonal (FT or PT, less than 3 months)

Available start date? _____ Any restrictions to work hours? _____

List available days / hours below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you previously been employed by this YMCA or any other YMCA? Yes No

If yes, when and at which locations? _____

Have you previously volunteered at this YMCA or any other YMCA? Yes No

If yes, when and at which locations? _____

Do you have any relatives or household members currently working for his YMCA? Yes No

If yes, name(s) and relationship: _____

How did you find us? YMCA Staff Referral Website YMCA Member Walk-In Advertisement Other

Name of referral source (if applicable): _____

Education & Training

Educational Background					
	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Describe any non-employment experience such as school or volunteer activities that might strengthen your application:					

Safety & Job Specific Certifications			
Type (CPR, First Aid, Lifeguarding, etc.)	Provider	Level	Expiration

Employment History

Provide the following information of your past and current employers or assignments, starting with the most recent. (Use additional sheets if necessary.)

Employer	Telephone ()	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Starting Job Title / Final Job Title		<u>Starting</u> Hourly Rate/Salary	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Employer	Telephone ()	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Starting Job Title / Final Job Title		<u>Starting</u> Hourly Rate/Salary	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Employer	Telephone ()	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Starting Job Title / Final Job Title		<u>Starting</u> Hourly Rate/Salary	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Employer	Telephone ()	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Immediate Supervisor and Title			
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Please explain any gaps in your employment history.			
What other business experience, personal experience or training have you had that may have prepared you for this position?			

References List at least three character references/persons that know you well and can attest to your abilities and suitability for YMCA employment (*one reference must be a family member*).

Name: _____ Relationship: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

Name: _____ Position: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

Name: _____ Position: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

Application Acknowledgement and Authorization

I certify that all information I have provided in order to apply for and secure work with the MetroWest YMCA is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the MetroWest YMCA's service, whenever it is discovered.

Initial _____

I expressly authorize, without reservation, the MetroWest YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered.

Initial _____

I understand upon offer of employment, the YMCA will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment.

Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser.

Initial _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, veteran's status, religious creed, national origin, sexual orientation, ancestry or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant.

Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. **Employment with the YMCA is employment at will** which means that employees may end their employment at any time, for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

Initial _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant _____ Date _____



MetroWest YMCA 2012 Day Camp Staff Applicant Supplemental Information

Full Name: _____
 Nickname or Name you wish to be called: _____
 Email Address: _____
 Cell Phone #: _____
 Dates Available: From _____ To _____
 T-Shirt Size: _____

Indicate highest educational level completed as of this June (circle): **High School** 1 2 3 4 **College** 1 2 3 4 **Grad** M D

School /Business Address

Certifications (such as CPR, First Aid, Lifeguard, etc.)

Agency refers to American Red Cross, ASHI, American Heart, etc.)

School/Business _____

Certification _____ Expires _____

Address _____

Certifying Agency _____

City: _____

Certification _____ Expires _____

State: _____ ZIP: _____

Certifying Agency _____

School/Business Tel. #: _____

Certification _____ Expires _____

At this address from _____ to _____

Certifying Agency _____

Yes I have a Personal Website(s) Address you may look at: _____

Note: Internet technology is rapidly changing and we are conscientious of inappropriate content that campers or parents can read about the staff that we hire to take care of children (Facebook, MySpace, YouTube, Blogs, etc). Our code of conduct changes a little each year in reaction to increased technology.

Please circle the appropriate answer to the following questions. If hired, proof of age is required.

By **June 20, 2012**, will you...

Be 16 years old or older? YES NO
 Be 18 years old or older? YES NO
 Be 21 years old or older? YES NO

Summer Camp Experience

Please list any camps, outdoor education programs or nature programs you have attended as a participant or for which you have been a staff member (Paid and/or Volunteer)

Camp/Program	Position	Responsibilities	Dates
_____	_____	_____	_____
_____	_____	_____	_____

Sport Team/Club/Volunteer/Leadership Experience

Please list any Team, Club or Leadership Experience you have had in your School or Community that may be relevant

Sport Team/Club/Organization	Position Held	Experience/Duties	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please answer the following questions on a SEPARATE sheet of paper (Type written preferred).

1. How did you become interested in the MetroWest YMCA Day Camp for employment?
2. What type of position(s) do you feel you are best qualified for?
3. How does summer camp impact children? What do they gain from the camp experience?
4. Camp counselor positions require flexibility and cooperation. The hours are long and the responsibility to care for children is a great one, a responsibility that we all share together. What will you bring to our team?
5. Do you consider yourself to have a general positive spirit and are you comfortable being outwardly enthusiastic about things you may not have experienced yet?
6. Our camp receives hundreds of applications each year. Why should we hire you?
7. Please note any scheduling issues that need to be discussed before hiring based on camp and training dates.

General Interests & Activities

The following is a list of activities done at our camp. Please place a **1** before activities you can organize, lead or teach; **2** before activities you can assist in leading or teaching; or **3** before activities you have participated in:

- | | | | | |
|---|--|--|---|--|
| <input type="checkbox"/> Archery | <input type="checkbox"/> Hiking | <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Fort Building | <input type="checkbox"/> Fishing |
| <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> High Ropes | <input type="checkbox"/> Low Ropes | <input type="checkbox"/> Canoeing | <input type="checkbox"/> Kayaking |
| <input type="checkbox"/> Nature/Ecology | <input type="checkbox"/> Music | <input type="checkbox"/> Swimming | <input type="checkbox"/> Drama/Acting | <input type="checkbox"/> Camping |
| <input type="checkbox"/> Song Leading | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Outdoor Education | <input type="checkbox"/> Farm Animals | <input type="checkbox"/> Rocketry |
| <input type="checkbox"/> Team Sports | <input type="checkbox"/> Group Games | <input type="checkbox"/> Teambuilding Activities | <input type="checkbox"/> Storytelling | <input type="checkbox"/> Adventure Trips |
| <input type="checkbox"/> Horseback Riding | <input type="checkbox"/> TV Production | <input type="checkbox"/> Robotics | <input type="checkbox"/> Musical Instrument | |

Staff Preferences

Please indicate preferences you have about your potential role on our staff. Final staffing assignments are based on 3 factors: 1) The staffing needs of the camp, 2) Your strengths and areas of expertise, and 3) Your preferences. You may indicate more than one area of interest.

Camp Programs/Units

(Rank top 5 choices, 1 being the most preferred)

- Camp Chipmunk (Age 3-4) -1/2 Day
- Scamper Camp (Ages 4-PreK)
- Camp Carol (Grade K)
- Camp Bobolink (Grades 1-2)
- Camp Bobwhite (Grades 3-4)
- Adventure Camp (Grades 5-6)
- Adventure Plus (Grades 7-8)
- Sports Camp (Grades 1-6)
- Discovery Camp (Grades 1-6)
- Farm Camp (Grades 3-9)
- Drama Camp (Grades 3-6)
- Robotics Camp (Grades 3-7)
- On the Road Trip Camps (Grades 7-9) (must be 21+)
- Fort Building Camp (Grades 3-6)
- Gymnastics Camp (Grades K-8)
- Flight Specialty Camp (Grades 5-7)
- TV Production Camp (Grades 7-8)

Staff Positions

(Check position(s) interested in)

- Pool Lifeguard (16+)
- Junior Counselor (16-17 and completed 11th grade)
- Senior Counselor (18+)
- Head Counselor (20+ & 2yrs Camp experience)
- Unit Leader (21+ & 3 yrs Camp experience)
- Asst. Camp Director (21+ & 3 yrs Camp experience)
- Specialist (19+)
 - Arts & Crafts
 - Music
 - Drama
 - Nature
 - Ropes/Challenge Course
 - Outdoor/Wilderness Skills
 - Sports
 - Waterfront/Boating (must be lifeguard certified)
 - Archery

Additional Opportunities

- Bus Monitor
- AM Extended Care Hop. Fram.
- PM Extended Care Hop. Fram.

- Maintenance Staff (18+)
- Nurse/EMT (21+)
- Office Staff (18+)

Please return your application and references to:

Camp Director
 MetroWest YMCA Family Outdoor Center
 45 East Street
 Hopkinton, MA 01748

If you have any questions please contact the MetroWest YMCA at 508-435-9345 ext. 15 or hopkintony@metrowesymca.org

Reference Form MetroWest YMCA Family Outdoor Center

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?

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?

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

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

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

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

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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?

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

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

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

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 Family Outdoor Center

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?

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?

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

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

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

Please rate this applicant in the following areas:

	Excellent	Good	Fair	Poor	N/A	Comments
Cooperates with supervisors						
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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 017
 508-435-9345 voice – 508- 435-9201 FAX



METROWEST YMCA

**METRO
172G
FE518**

CHAPTER 6, SEC. 172G CORI REQUEST FORM

MetroWest YMCA is requesting all the available criminal offender record information (CORI) and juvenile data on the following individual from the Criminal History Systems Board pursuant to Chapter 6, Sec. 172G, which mandates operators of camps for children to request CORI and juvenile data regarding all employees or volunteers prior to employment or volunteer service.

Camp Applicant / Employee Signature: _____

CAMP APPLICANT / EMPLOYEE INFORMATION

(please print)

LAST NAME FIRST NAME MIDDLE NAME

MAIDEN NAME OR ALIAS *(if applicable)* PLACE OF BIRTH MOTHER'S MAIDEN NAME

DATE OF BIRTH SOCIAL SECURITY NUMBER * ID THEFT INDEX PIN *(if applicable)*
(Requested, but not required)

CURRENT STREET: _____ TOWN: _____ ZIP: _____

FORMER ADDRESSES: _____

SEX: _____ HEIGHT: _____ ft. _____ in. WEIGHT: _____ EYE COLOR: _____

STATE DRIVER'S LICENSE NUMBER: _____

***** THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:**

REQUESTED BY: _____ DATE SUBMITTED _____

Signature of CORI Authorized Employee

***The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.**

All CORI request forms that include this field are required to be submitted to the CHSB via mail or by fax to (617) 660-4614.