

<u>Education</u>	<u>School Attended</u>	<u>City and State/Country</u>	<u>Dates Attended</u>	<u>Field of Study</u>	<u>Date Completed</u>
High School or GED					
College or University					
Graduate School					
Other					

Work Experience:

Starting with present or most recent, list your last three previous employers. Include work-study, internships, self-employment, summer and part-time jobs. (If you have a resume please include it with this application).

1. Employer: _____	Supervisor's Name: _____
Address: _____	Phone #: _____
Positions: _____	Duties: _____
Dates of Employment: _____	Reason for Leaving: _____
2. Employer: _____	Supervisor's Name: _____
Address: _____	Phone #: _____
Positions: _____	Duties: _____
Dates of Employment: _____	Reason for Leaving: _____
3. Employer: _____	Supervisor's Name: _____
Address: _____	Phone #: _____
Positions: _____	Duties: _____
Dates of Employment: _____	Reason for Leaving: _____

Position(s) for which you are applying:

Please refer to the employee information booklet or website for a list of available positions and job descriptions. List in order of preference the positions for which you are applying. You must be able to perform all the essential functions for any position you list. Silver Bay will support an internship/externship for all positions. **Please include either food service or housekeeping as one of your 4 choices.**

1. _____	2. _____
3. _____	4. _____

Are you able to fulfill all of the essential functions for each? ___ Yes ___ No

If these positions are not available, are you willing to work in another position? ___ Yes ___ No

Do you require on-campus housing? ___ Yes ___ No

Would you be willing to consider a non-paid positions in exchange for room and board? ___ Yes ___ No

How did you learn about Silver Bay YMCA (if you have been referred by to Silver Bay by a staff member, trustee or guest please list his/her name) ? _____

SECTION I: Education, Experience and Skills

If you have experience, education or an interest in the following areas, please indicate your skill level below:

A = advance: teaching and/or supervisory work experience

B = basic: participated in and/or general knowledge

I = intermediate: some teaching and/or work experience

Blank = Not applicable

Child Development Experience

Ability Skill Age
 _____ Camp Counselor _____
 _____ Sunday School _____
 _____ Student Teaching _____
 _____ Youth Sports _____

Please list relevant course work:

Conference Support Services

Ability Skill
 _____ Audio/Visual
 _____ Electronics/Lighting/Sound
 _____ Other (please specify)

Craft Skills

Ability Skill
 _____ Basketry/Caning
 _____ Beading
 _____ Candle Making
 _____ Children's Crafts
 _____ Enameling
 _____ Leather
 _____ Pottery
 _____ Quilting
 _____ Sewing
 _____ Sterling Jewelry
 _____ Stained glass
 _____ Weaving
 _____ Watercolor
 _____ Other (please specify)

Environmental/Outdoor Education

Ability Skill
 _____ Environmental Ed/Science
 _____ Hiking
 _____ Outdoor Education
 _____ Other (please specify)

Food Service

Ability Skill
 _____ Banquet/Events Coordinator
 _____ Cashier
 _____ Coffee Shop
 _____ Cooking
 _____ Dishwasher
 _____ Food Prep
 _____ Host/Hostess
 _____ Ice-Cream Shop
 _____ Pizza Shop
 _____ Wait Staff
 _____ Other (please specify)

Grounds/Maintenance

Ability Skill
 _____ Carpentry
 _____ Gardening
 _____ Landscaping
 _____ Mechanical Repairs
 _____ Painting
 _____ Other (please specify)

Hotel Services

Ability Skill
 _____ Front Desk
 _____ Maid Service
 _____ Janitor
 _____ Other (please specify)

Leadership and Teambuilding

Ability Skill
 _____ Group Facilitation
 _____ Low Ropes Course
 _____ Other (please specify)

Performing Arts

Ability Skill

 _____ Acting
 _____ Dance
 _____ Instrument(s) please list:

Vocal

_____ Soprano _____ Alto
 _____ Tenor _____ Bass
 _____ Other (please specify)

Office Experience

Ability Skill
 _____ Accounting/Bookkeeping
 Please list all relevant course work:

_____ Computers (software used)

School Activities

Ability Skill
 _____ Club(Please List)
 _____ Resident Hall Dir & Ass't
 _____ Other (please specify)

Sport Experience

Ability Skill
 _____ Archery
 _____ Group Exercise (list) *

 _____ Indoor Climbing
 _____ Strength & Conditioning
 _____ Swimming
 _____ Tennis
 _____ Other (please specify)

Volunteer Activities

_____ Organizations (please list)

Waterfront Skills

Ability Skill
 _____ Canoeing
 _____ Kayak Instructor *
 _____ Lifeguard *
 _____ Motor Boat Operator *
 _____ Public Vessel Pilot *
 _____ Sailing Instructor *
 _____ Swimming Instructor *
 _____ Other (please specify)

YMCA

Ability Skill
 _____ Employee (please check)
 _____ Leaders Club
 _____ Member (please check)
 _____ Youth & Government
 _____ Other (please specify)

* **Certification(s):** Include a copy and list the expiration date below.

Certification	Exp Date
CPR/ CPR Inst.	
Driver's License (USA)	
EMT	
Group Exercise	
First Aid/ First Aid Inst.	
Kayak Inst.	
Lifeguard/ Lifeguard Inst.	
RN	
RTE/ RTE Inst.	
Sailing Inst.	
WFR	
WSI/YSL Swim Lessons	
Other	

SECTION II Children’s Leader Information:

If you have applied to be a children’s leader you must fill out this section. In an effort to place you where your talents are best suited, please complete the following information:

Age Groups:

Step1: Rank the three categories Early Childhood, School-Age and Teens A, B, or C. (with A = first choice).

Step 2: Under each category rank your age group preference 1-3 (with 1 = first choice)

_____ Early Childhood (Rank below 1-3)	_____ School-Age (Rank below 1-3)
_____ Robins (Infants ages 6wks – 18 mo)	_____ Woozles (6 – 7 yrs.)
_____ Crickets (Toddlers ages 18mo – 3 yrs)	_____ Chippies (8 – 9 yrs.)
_____ Turtles (Pre-School ages 3 – 4 yrs)	_____ Ravens (10 – 11 yrs.)
_____ Wee-Woozles (5 yrs)	_____ Teen Program (Rank below 1-2)
	_____ Eagles (12 – 13 yrs.)
	_____ Falcons (14 – 17 yrs.)

Second Job Assignments: Silver Bay runs a ½ day and full day camp program. In order to fulfill the compliment of hours the majority of the children’s leaders work a second job. Please rank your preference from 1 to 5 (with 1 = First Choice).

_____ Archery Instructor	_____ Fitness Center Attendant
_____ Boathouse Attendant	_____ Indoor Climbing Instructor
_____ Craft Shop	_____ Lifeguard
_____ Day Camp (All Day)	_____ Swim Lessons, Sunday School, Campfire
_____ Equipment Center Attendant	

SECTION III Essay Questions:

Please answer the essay questions below on a separate sheet of paper. ***New applicants*** please answer all three questions.

Returning applicants seeking a new position please answer question two.

1. Share with us some of your goals in life and what you hope to gain from your Emp experience at Silver Bay YMCA of the Adirondacks?
2. Tells us why you choose the position(s) you requested and how you are qualified for them?
3. What else would you like us to know about you?

An Equal Opportunity Employer:

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Employment At Will:

New York State is an “employment at will” state. Therefore both the employer and the employee may generally terminate the employment relationship at any time and for any reason.

I certify that the information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

Signature: _____

Date: _____

Our Mission

To foster a lifelong sense of belonging, strengthen relationships, and nurture spirit, mind, and body for all.

Our Impact

Because of the Silver Bay YMCA, personal and family bonds are stronger. People are more connected, respectful, and caring; have the confidence to develop to their fullest potential; and impact the communities in which they live. Inspired by the beauty of the landscape at Silver Bay, they become better stewards of the environment.

Silver Bay YMCA REFERENCE 1

To the Applicant: Please fill out the top of this form and present to each of your references. One reference must be a personal contact or family member, the other two references must be from former employers, teachers, clergy, and/or other people who know you on a professional or advisory basis.

I, the applicant authorize _____ to provide relevant information for employment and give the Silver Bay Association permission to contact my reference. I also waive the right to review this reference form after it has been submitted.

Signature: _____

Date: _____

Applicants Name: _____

Phone: _____

Address: _____
Street City State Zip

To the Reference:

The above individual has applied for a position on the summer staff of the Silver Bay YMCA, which is a YMCA Conference Center. Positions include front desk, housekeeping, food service, office work, lifeguard, children's programs, maintenance, conference set-up, and various program responsibilities. Summer staff lives at the Silver Bay in dormitories. This means that, in addition, to being capable of performing specific jobs, staff members are part of a community where positive, adult behavior is expected.

Please rate the applicant with respect for the following

	Superior	Above Average	Average	Below Average	Not Satisfactory	Not Applicable
Sense of responsibility						
Enthusiasm and initiative						
Consideration of others						
Leadership						
Self-esteem						
Volunteer spirit and willingness to serve						
Communication skills						
Works well with others						
Honesty						
Ability to learn from constructive criticism						
Ability to follow direction						
Good judgment/safety conscious						
Punctuality and timeliness						
General Appearance						

Please answer the following questions to the best of your ability

1. In what capacity do you know the applicant?
2. How long have you known the applicant?
3. What are the applicant's greatest strengths and weaknesses?
4. Would you recommend the applicant for employment? Why or why not?
5. Additional comments that may help us determine the most suitable placement for the applicant?

Reference:			
Reference Name (Print): _____			Phone: _____
Company Name: _____			Title: _____
Address: _____			
Street	City	State	Zip
Signature: _____			Date: _____

The applicant's application will be held until this form is received, please return by fax or mail to:

EMP Personnel Department
Silver Bay YMCA
87 Silver Bay Rd
Silver Bay, NY 12874
Phone: (518) 543-8833 ext 211
Fax: (518) 543-6733
Email: Personnel@silverbay.org

Reference Verification	
<i>For Office Use Only:</i>	
Initial	
Date	

Silver Bay YMCA REFERENCE 2

To the Applicant: Please fill out the top of this form and present to each of your references. One reference must be a personal contact or family member, the other two references must be from former employers, teachers, clergy, and/or other people who know you on a professional or advisory basis.

I, the applicant authorize _____ to provide relevant information for employment and give the Silver Bay Association permission to contact my reference. I also waive the right to review this reference form after it has been submitted.

Signature: _____

Date: _____

Applicants Name: _____

Phone: _____

Address: _____

Street
City
State
Zip

To the Reference:

The above individual has applied for a position on the summer staff of the Silver Bay YMCA, which is a YMCA Conference Center. Positions include front desk, housekeeping, food service, office work, lifeguard, children's programs, maintenance, conference set-up, and various program responsibilities. Summer staff lives at the Silver Bay in dormitories. This means that, in addition, to being capable of performing specific jobs, staff members are part of a community where positive, adult behavior is expected.

Please rate the applicant with respect for the following

	Superior	Above Average	Average	Below Average	Not Satisfactory	Not Applicable
Sense of responsibility						
Enthusiasm and initiative						
Consideration of others						
Leadership						
Self-esteem						
Volunteer spirit and willingness to serve						
Communication skills						
Works well with others						
Honesty						
Ability to learn from constructive criticism						
Ability to follow direction						
Good judgment/safety conscious						
Punctuality and timeliness						
General Appearance						

Please answer the following questions to the best of your ability

1. In what capacity do you know the applicant?
2. How long have you known the applicant?
3. What are the applicant's greatest strengths and weaknesses?
4. Would you recommend the applicant for employment? Why or why not?
5. Additional comments that may help us determine the most suitable placement for the applicant?

<u>Reference:</u>			
Reference Name (Print): _____		Phone: _____	
Company Name: _____		Title: _____	
Address: _____			
Street	City	State	Zip
Signature: _____		Date: _____	

The applicant's application will be held until this form is received, please return by fax or mail to:

EMP Personnel Department
Silver Bay YMCA
87 Silver Bay Rd
Silver Bay, NY 12874
Phone: (518) 543-8833 ext 211
Fax: (518) 543-6733
Email: Personnel@silverbay.org

Reference Verification	
<i>For Office Use Only:</i>	
Initial	
Date	

Silver Bay YMCA REFERENCE 3

To the Applicant: Please fill out the top of this form and present to each of your references. One reference must be a personal contact or family member, the other two references must be from former employers, teachers, clergy, and/or other people who know you on a professional or advisory basis.

I, the applicant authorize _____ to provide relevant information for employment and give the Silver Bay Association permission to contact my reference. I also waive the right to review this reference form after it has been submitted.

Signature: _____

Date: _____

Applicants Name: _____

Phone: _____

Address: _____

Street
City
State
Zip

To the Reference:

The above individual has applied for a position on the summer staff of the Silver Bay YMCA, which is a YMCA Conference Center. Positions include front desk, housekeeping, food service, office work, lifeguard, children's programs, maintenance, conference set-up, and various program responsibilities. Summer staff lives at the Silver Bay in dormitories. This means that, in addition, to being capable of performing specific jobs, staff members are part of a community where positive, adult behavior is expected.

Please rate the applicant with respect for the following

	Superior	Above Average	Average	Below Average	Not Satisfactory	Not Applicable
Sense of responsibility						
Enthusiasm and initiative						
Consideration of others						
Leadership						
Self-esteem						
Volunteer spirit and willingness to serve						
Communication skills						
Works well with others						
Honesty						
Ability to learn from constructive criticism						
Ability to follow direction						
Good judgment/safety conscious						
Punctuality and timeliness						
General Appearance						

Please answer the following questions to the best of your ability

1. In what capacity do you know the applicant?
2. How long have you known the applicant?
3. What are the applicant's greatest strengths and weaknesses?
4. Would you recommend the applicant for employment? Why or why not?
5. Additional comments that may help us determine the most suitable placement for the applicant?

<u>Reference:</u>				
Reference Name (Print): _____		Phone: _____		
Company Name: _____		Title: _____		
Address: _____				
Street		City		State
				Zip
Signature: _____			Date: _____	

The applicant's application will be held until this form is received, please return by fax or mail to:

EMP Personnel Department
Silver Bay YMCA
87 Silver Bay Rd
Silver Bay, NY 12874
Phone: (518) 543-8833 ext 211
Fax: (518) 543-6733
Email: Personnel@silverbay.org

Reference Verification	
<i>For Office Use Only:</i>	
Initial	
Date	