

SILVER BAY

Conference and Family Retreat Center on Lake George

VOLUNTEER APPLICATION

Please submit application to:

Volunteer Coordinator

Silver Bay YMCA

87 Silver Bay Road

Silver Bay, NY 12874

volunteer@silverbay.org

AGE (Please check one)

Youth volunteer

(17 years or younger)

Adult volunteer (18+)

GENDER (Please check one)

Male Other

Female Prefer not to say

Youth Volunteers must also complete a Youth Waiver Form.

Individuals volunteering in select departments are required to undergo a background check. Submit completed FCRA Background Check form in addition to volunteer application.

Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Are you a registered guest at Silver Bay YMCA? Yes No Conference Guest

*Non registered guests must purchase an annual basic pass or program pass to volunteer.

Please indicate the dates you are available: _____

If you are a guest on campus or visiting in the community, please let us know how you can best be reached either: Email (above) or Telephone: _____

Please provide the following information to help us with placement for your skills and interests:

Employment Experience: _____

Other Volunteer Experience: _____

Criminal Conviction Statement:

Have you ever been convicted of or pled guilty to a misdemeanor or felony? Yes No

If "yes", please give details: _____

As an applicant for the Silver Bay Volunteer Program, I understand that Silver Bay reserves the right to do a criminal background check with or without my notice.

Please sign _____ Date _____

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Please check all areas of interest:

Development Department*

Golf Tournament Assistant (8/2)

Food Service Department*

Dining Hall Greeter

Bussing Tables

Guest Assistance

Store Assistant (age 16+)

Sandwich Making (evenings)

Guest Services*

Guest Services Assistant

Golf Cart Shuttle Driver (age 16+)

Hospitality Services*

Sewing

Housekeeping Assistance

Conference Setup Assistance

Spiritual Life*

Spiritual Life Office Assistant

Maintenance Department

Painting (Project Based)

Gardening

Light Carpentry Work (Project Based)

Clerical Assignments

Program Services*

Concert / Lecture Greeter

John Costello Concert

Boathouse Attendant

Archery Attendant

Craft Shop Attendant

Watercolor Attendant

Library Attendant

Nature Center Attendant

Assistant Hiking Leader

Operations*

End of Summer Volunteer Weekend
(8/29 – 9/2)

Please note any certifications, skills or experiences you have in the area(s) of interest you selected:

*All individuals volunteering in these departments are required to undergo a background check. Please allow at least 24 hours for your application to be processed. You will be contacted upon approval of your application.

**FCRA BACKGROUND CHECK
NOTICE AND AUTHORIZATION CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because Silver Bay YMCA of the Adirondacks will request consumer reports or investigative consumer reports in connection with your application for employment, or at any time during the course of your employment with the Organization, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. Additionally, in the event that claims or disputes between you and Silver Bay YMCA of the Adirondacks are filed with any third parties, the Organization may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the employ of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

All Job offers at Silver Bay are contingent on the satisfactory results from reports and/or summaries from job references, criminal record checks, court record checks, driving records, drug tests and/or credit reports.

AUTHORIZATION

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to Silver Bay YMCA of the Adirondacks (1) in conjunction with my application for employment, (2) during the entire course of my employment, if any, and (3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclosed to Silver Bay YMCA of the Adirondacks by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the Organization and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment. If employed by Silver Bay YMCA of the Adirondacks my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Silver Bay YMCA of the Adirondacks.

Name (Printed) _____ Social Security Number _____

Other Names Used _____ Other Names Used _____

Name of Country in which you reside _____ Date of Birth (mm/dd/yy) _____

Permanent Address _____

Permanent Phone _____ Email Address (Required) _____

Signature _____ Date _____

Parent Signature if under 18 _____ Date _____

Article 23-A attached

**NEW YORK CORRECTION LAW
ARTICLE 23-A**

**LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES**

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training, Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.