



Greetings from Chingachgook!

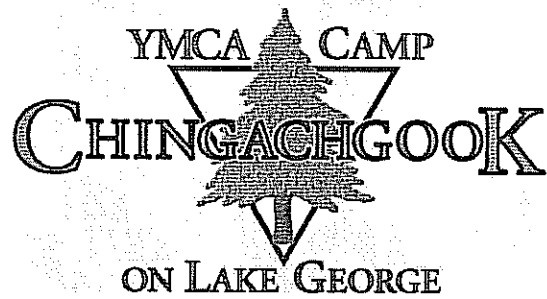
It is hard to believe that it has been over a month since Camp ended, as we wrap up the final pieces of summer 2009. As we pack everything up for the winter, we've noticed that rather than feeling down about the end of the season, we've been flooded with memories and are already looking forward to next summer. The first step in organizing an amazing summer is hiring an amazing staff, and this is where you fit in. Consider this your formal invitation to apply for a summer camp job for 2010.

Attached is a new salary worksheet. Your final salary figure will be determined largely upon certifications you possess as well as your commitment to work the **full season through fifth session**. Please use the attached as a worksheet to figure what you stand to make in 2010. Remember, all counselor applicants must have or plan to have lifeguarding and WFA before the start of summer camp, June 27.

Also included is your full application for next summer, if you are planning on returning to Camp, please fill it out and return it to camp as soon as you are able. This will be your window of advantage, as we will only be considering returning applicants. Beginning December 1st, however, new applicants will be considered. As always, we hire for the position we consider you to be ready for, and there is no assumed year-to-year advancement in position. Returning staff earn their promotions.

We recognize that only about two months has passed since summer camp has ended and it might be difficult to think so far ahead to next summer. However, as mentioned, we are committed to making next summer the best in Chingachgook's history. And, with the taste of summer still fresh, please consider being a part of it!

Aaron Cantor
Camp Director



Application Checklist

Please complete and send all application materials with supporting documents to:

Aaron Cantor
Camp Director
1872 Pilot Knob Road
Kattskill Bay, NY 12844
acantor@cdymca.org

You will then be contacted for an interview or re-interview.

*For questions, contact the above director:
acantor@cdymca.org or 518-656-9462 ext.6630*

- Capital District YMCA Application filled out completely and signed
- Staff Application Supplement filled out completely and signed
- Background Check completed and signed
- Three completed references
- 2010 Salary Worksheet

2010 Salary Worksheet for all Summer Staff

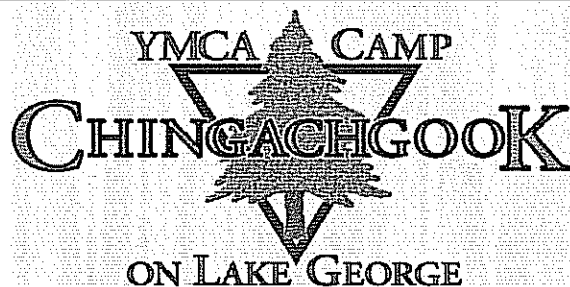
| Base Salary | Position | 2010 Staff Training Dates |
|----------------------------------|--|---------------------------|
| <input type="checkbox"/> \$700 | Assistant Counselor | June 16 - 25 |
| <input type="checkbox"/> \$1,050 | Counselor | June 16-25 |
| <input type="checkbox"/> \$1,800 | Program Specialist | June 12-25 |
| <input type="checkbox"/> \$2,000 | Adventure Trip Leader | June 7-25 |
| <input type="checkbox"/> \$2,500 | Special Events/Skill Class/Unit/CIT Director | |

| Amount | Additional Pay for Certifications | 2010 Training Dates |
|--------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> \$100 | Lifeguarding | June 7-10 and June 11-14 |
| <input type="checkbox"/> \$100 | Wilderness First Aid or above | April 10-11, May 22-23, June 5-6 |
| <input type="checkbox"/> \$100 | Completion of Camp's Sailing Program | June 5-6 & June 12-13. Both Weekends |
| <input type="checkbox"/> \$100 | National Rifle Certification | June 13-16 |
| <input type="checkbox"/> \$100 | Archery Certification | June 24 All Day |
| <input type="checkbox"/> \$100 | American Canoe Association | June 12-13 |
| <input type="checkbox"/> \$100 | Other as approved by Camp Director | |

*****If Camp pays for your certification for summer of 2010, then you are NOT eligible to receive the above pay.***

| Other Salary Additions | |
|------------------------------------|--|
| <input type="checkbox"/> \$150 | Returning to same position as in 2009 |
| <input type="checkbox"/> \$400 | Counselor completion of work agreement; includes 5th session and cleaning day on August 21 |
| <input type="checkbox"/> \$300 | Assistant Counselor completion of work agreement; includes 5th session & cleaning day on August 21 |
| <input type="checkbox"/> \$75 | Commitment to sixth session |
| <input type="checkbox"/> \$1-\$300 | Dependent on time spent lifeguarding during free swim and other special events at Camp. |

Total: _____





151 Vly Road
 P.O. Box 12640
 Albany, NY 12212
 www.cdymca.org

Application of Employment

*The Capital District YMCA is an Equal Opportunity Employer.
 The Capital District YMCA reserves the right to perform background checks on
 all applicants prior to hiring.*

Position applied for: _____ Date you can start: _____

Location(s) you are interested in: _____

Desired Status: (please circle) Full time Part time Seasonal

How did you find out about the position? Employee (include name): _____

Newspaper (please specify) _____ Job Fair _____ Other: _____

Applicant Information—Please print

Name: _____ SS #: _____

Address: _____ Home Phone: _____

City, State, Zip: _____ Cell Phone: _____

Email Address: _____ Daytime Phone: _____

Please answer the following:

Have you ever been employed by any YMCA previously? If yes, where and what dates? _____

Are you over age 18? Yes ___ No ___ If not, you will be required to produce original working papers prior to starting work.

Are you legally eligible to work in the United States? Yes ___ No ___

Have you ever been convicted of a crime or do you currently have an arrest or criminal proceeding pending which has not been resolved in your favor? Yes ___ No ___

If yes, please explain: _____

List any Certifications (include any expirations): _____

Education:

| Type | Institution Name/Address | Years Completed | Course of Study | Degree Received |
|-------------|--------------------------|-----------------|-----------------|-----------------|
| High School | | | | |
| College | | | | |
| Grad School | | | | |
| Other | | | | |

Employment History and References

List past employment experiences, beginning with the most recent.

| -Company Name and Address | Date of Employment (month/year) | Job Title/ Duties | May we call for reference? | Reason for leaving? | Last salary? |
|-----------------------------------|---------------------------------|-------------------|----------------------------|---------------------|--------------|
| -Supervisor Name and Phone Number | | | | | |
| | From: | | | | |
| | To: | | | | |
| | From: | | | | |
| | To: | | | | |
| | From: | | | | |
| | To: | | | | |
| | From: | | | | |
| | To: | | | | |

Personal References

Complete this section, in full, with three personal/school/volunteer references. References may not be relatives or former employers.

| Name | Telephone Number | Relationship |
|------|------------------|--------------|
| | | |
| | | |
| | | |

Please read the following carefully before signing:

I certify that the information in this application and in any accompanying resume is accurate and complete. I understand that omission, misrepresentation or falsification of any information is grounds for withdrawal of any job offer and/or immediate discharge. As a condition of employment, I understand that verification of any applicable certification, registration or licensure must be successfully completed. I also understand that any offer of employment is contingent upon the receipt of satisfactory references, proof of identity, proof of legal eligibility to accept employment in the United States and working papers, if applicable. I voluntarily give YMCA the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility YMCA and all persons, companies, or corporations supplying such information. The hiring of any employee shall not be considered as creating a contractual relationship between the employee and the Capital District YMCA for any period of time. Employment may be terminated with or without cause, and with or without notice, at any time, at the option of the Capital District YMCA or the employee.

Signature

Date



Staff Application Supplement

Please return to:

Aaron Cantor, Camp Director
 Camp Chingachgook
 1872 Pilot Knob Road
 Kattskill Bay, NY 12844

Phone (518) 656-9462 x6630
 E-mail: acantor@cdymca.org

Please print or type

Personal

Name: _____ Home Phone: _____

E-mail Address: _____ Cell Phone: _____

Summer Camp Experience

| <u>Position</u> | <u>Camp</u> | <u>Supervisor</u> | <u>Phone</u> | <u>Dates</u> |
|-----------------|-------------|-------------------|--------------|--------------|
|-----------------|-------------|-------------------|--------------|--------------|

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

Position for which you are applying (in order of preference)

1. _____ 2. _____ 3. _____

Age Groups (rank in order you prefer) __ Juniors (7-12) __ Seniors (12-15) __ Adventure __ No preference

Dates Available to Work: from _____ to _____

Preference will be given to those who can work the through fifth session of the summer or ten-week adventure trips season

Summer 2010 at a Glance

Preference is given to those applicants who can work through 5th session

| | |
|----------------------------------|-----------------------|
| Adventure Trips | June 12 – August 26 |
| Support Staff (Summer Directors) | June 7 – June 14 |
| Staff Week & Hike training | June 16 – June 25 |
| Summer Camp Sessions 1-5 | June 27 – August 21 |
| Summer Camp Session 6 | August 22 – August 27 |

Certifications

Certifications: Write an "X" next to the certifications you hold and which will be valid through August 27. Write an "O" next to those you will have by summer. **Please attach a copy of all current certifications and send copies of additional certifications as you complete the courses.**

| | | |
|---|--|--|
| <input type="checkbox"/> Red Cross Lifeguard | <input type="checkbox"/> Water Safety Instructor | <input type="checkbox"/> Wilderness First Aid |
| <input type="checkbox"/> Red Cross Standard First Aid | <input type="checkbox"/> YMCA Lifeguard | <input type="checkbox"/> Wilderness Advanced First Aid |
| <input type="checkbox"/> Red Cross CPR: Community | <input type="checkbox"/> YMCA Lifeguard Instructor | <input type="checkbox"/> Wilderness First Responder |
| <input type="checkbox"/> Red Cross CPR: BLS | <input type="checkbox"/> YMCA Basic Aquatic Leader | <input type="checkbox"/> NRA Instructor |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Skills Assessment

During the day our schedule includes skill classes, which are seven-day progressive programs designed to teach our campers new skills in a variety of areas. Summer staff teach and assist in the delivery of these skill classes.

*In the following list, put the number "1" before those activities you can organize and teach expertly;
"2" for those activities you can assist in teaching;
"3" for those you would be interested in learning about
**Leave blank any areas in which you are reluctant to work*

| | | |
|--|---|--|
| Arts __ General Arts & Crafts __ Photography __ Ceramics __ Woodworking __ Creative Writing Performing Arts __ Drama/Improvisation __ Dance Sports __ Archery __ Basketball __ Frisbee __ Soccer __ Softball/Baseball __ Tennis __ Volleyball __ Riflery Outdoor Activities __ Fishing __ Nature Studies __ Outdoor Living Skills __ Outdoor Cooking __ Team building/New Games __ High Ropes/Climbing Tower | Waterfront __ Canoeing __ Kayaking __ Sailing __ Motorboat Operation __ Swimming __ Water Safety __ Snorkeling __ Water Polo __ Water-skiing Adventure __ Backpacking __ Hiking __ Mountain Biking __ Road Biking __ Belaying __ Setting Climbing Anchors __ Rock Climbing __ Rappelling __ White-water Rafting __ Canoe Tripping __ Kayaking in Whitewater __ Sea Kayaking __ Sailing (24 ft or bigger boats) | Camping __ Stove Operation __ Water Purification __ Tent/Tarp Pitching __ Minimum Impact Camping __ Group Management __ Knot Tying Music __ Campfire Songs __ Campfire Skits __ Guitar __ Piano Miscellaneous __ Office Skills __ Housekeeping __ General Carpentry __ Food Service __ Other: _____ __ Other: _____ |
|--|---|--|

Describe your experience in your top three skills.

Camping Experience

As a Chingachgook leader, you are required to lead or assist with a unique three-day outdoor experience for campers during the two-week sessions. Counselors and assistant counselors must be able to participate in a physical activity for four or more continuous hours, e.g. canoe on flat water or hike on an incline. To give us a better understanding of how our training can best help you, please check off all that apply.

| | | | |
|---|---|--|--|
| <input type="checkbox"/> No experience | <input type="checkbox"/> Prior experience leading trips | Prior experience in: | |
| <input type="checkbox"/> Camping overnight 1-2 days | Where? _____ | <input type="checkbox"/> Backpacking | <input type="checkbox"/> Canoeing |
| <input type="checkbox"/> Camping overnight 3+ days | How long? _____ | <input type="checkbox"/> Hiking | <input type="checkbox"/> Sailing |
| | Type of participants? _____ | <input type="checkbox"/> Rock Climbing | <input type="checkbox"/> Kayaking |
| | Activities led? _____ | <input type="checkbox"/> Mtn Biking | <input type="checkbox"/> Outdoor Cooking |
| | | <input type="checkbox"/> Road Biking | <input type="checkbox"/> Leave No Trace Principles |

This space is provided for any other additional comments

Essay Questions

Please use a separate piece of paper to answer the following:

1. Why do you want to work at Camp, considering the modest pay and long hours? If returning, how are you looking to grow from last summer?
2. How would you expect to impact a camper in your group this summer?
3. List five topics you would like to discuss in an evening chat with your campers. How and why would you discuss these topics?
4. In what way do you feel you need to improve in order to be a top notch leader?
5. What are your strengths and weaknesses in relation to the position for which you have applied?
6. Why are you qualified for the job you're applying for?

Have you ever been convicted of a crime or do you currently have an arrest or criminal proceeding pending which has not been resolved in your favor? Yes___ No___ *If yes, please explain.*

Can you meet a minimum age of 18? Yes__ No__ *If not you will be required to produce original working papers prior to starting work.*

Can you meet a minimum age of 21? Yes__ No__ *Some positions require minimum age of 21.*

Mission Statement

YMCA Camp Chingachgook is a nonprofit, charitable organization dedicated to the promotion of fitness and healthy lifestyles, strengthened family life, community development, leadership qualities in our young people, and strengthened international understanding based upon Judeo-Christian principles.

Image Policy

All staff must project a professional image. Torn, tattered, or dirty clothing and beer, alcohol, drug, smoking, or sex slogans on clothing are not acceptable. Hair must be of natural color and of a style that is professional.

In keeping with the role modeling responsibilities of the YMCA, Camp Chingachgook will not employ anyone with tattoos that are offensive as determined by the camp director. Body piercing jewelry is not allowed, except for in the ears.

Drug and Alcohol Policy

The YMCA maintains a safe and healthful environment for its participants and employees and complies with the Federal Drug-Free Workplace Act of 1988. Employees are prohibited from working while under the influence of drugs or alcohol. An employee may be tested if there is "reasonable suspicion" that the employee is under the influence of drugs or alcohol that could affect job performance. Refusal to test is cause for disciplinary action. The YMCA reserves the right to pre-employment drug testing of all job applicants before being placed on the YMCA payroll.

Signatures

I certify that all the information I have provided in this application is true.

Signature of Applicant: _____ Date: _____

If the Applicant is under 18 years of age, a parent or guardian must sign below. Your signature indicates this application is made with your full approval.

Signature: _____ Date: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

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.



Confidential Employment Reference

Applicant's Name _____ Position for which applied _____

Your candid appraisal of the applicant is needed to help us fairly evaluate the appropriateness of the candidate for a staff position at Camp Chingachgook this summer. Camp Chingachgook serves children ages 7 to 15, and we are dedicated to finding the highest caliber leaders to ensure campers' safety, well-being, and high morale while away from home. Staff must be capable of performing specific jobs as well as modeling positive behavior to the entire camp community. Your reference is an important part of the selection process.

Please return this form to us at your earliest convenience as job applications are not reviewed until all references have been received. All references are treated with the strictest confidentiality.

How long and in what capacity have you known the applicant? _____

Is the applicant someone you would want to hire/rehire? *___ If not, why not?* _____

Would you feel confident in leaving your child under the care/influence of the applicant? _____

What are the applicant's greatest assets to children in a camp program? _____

What reservations do you have about the applicant's or ability to successfully work with children and other staff in a demanding camp environment? _____

How would you like to see the applicant continue to grow? _____

Over, please

Please complete the following evaluation according to the scale listed below as it pertains to the applicant. In the space next to the personal characteristics, please fill in the number corresponding to the appropriate definition as described. Use the additional space for comments. **References that list all superior ratings will generally be disregarded unless thorough justification is provided.**

- | | |
|---|--|
| 5. Superior: consistently outstanding, competent | 2. Below average: not entirely satisfactory |
| 4. Above average: consistently good, competent | 1. Unsatisfactory: poor, not dependable |
| 3. Average: satisfactory | NA Cannot say: no opportunity to observe |

Maturity _____ Courtesy _____

Enthusiasm _____ Appearance _____

Responsibility/Reliability _____ Punctuality _____

Cooperativeness w/ supervisor _____ Cooperativeness w/ peers _____

Communication skills _____ Receptiveness to criticism _____

Leadership ability _____ Safety Practices / Consciousness _____

Willingness to go beyond expectations _____ Initiative _____

May we phone you to discuss this recommendation? _____ Your phone number _____
If you should have additional comments, please attach an additional sheet of paper

Signature _____ Date _____

Name (please print) _____ Position _____

Address _____

City _____ State _____ Zip _____

Please return this form to:
Aaron Cantor, Camp Director
YMCA Camp Chingachgook ♦ 1872 Pilot Knob Road ♦ Kattskill Bay, NY 12844



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Signature _____ Date _____

Name *(please print)* _____ Position _____

Address _____

City _____ State _____ Zip _____

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 Aaron Cantor, Camp Director
 YMCA Camp Chingachgook ♦ 1872 Pilot Knob Road ♦ Kattskill Bay, NY 12844