Dear 2011 Birkett Staff Member,

Although it is icy and cold outside, summer 2012 is already on our mind, and we would like to get a head start on staffing so we can begin planning another fantastic summer.

This summer, staff training will begin June 11th, a week prior to the arrival of campers. This will allow our staff to get to know each other while we plan and prepare for our summer. We will also be having a Specialist Training this summer prior to staff training. These few days (dates still TBD) will be set aside for activity area specialists to be trained on their areas and begin prep work before staff week starts. We hope this will give everyone a head start on making the summer of 2012 one to remember!

Once again, we are hoping to have more certified lifeguards this summer. We will have a one-week training a few weeks prior to staff training. I will let you know these dates as soon as possible. Please let me know if you are interested in obtaining your certification or renewing a current certification. More lifeguards on staff will allow for more flexibility in the scheduling and more time for boating and free swim. New lifeguards will also receive an increase in their hourly wage.

The first session begins on June 18th and will run for ten weeks ending on August 24th. We are looking for staff to commit to the entire summer and may not be able to accommodate staff who are unavailable for staff training and all ten summer camp sessions. Please let us know your availability on your application.

Please keep the following dates in mind.
-March 16th – Applications due (late applications will be accepted to fill positions still open after March 16th)
-April – Early May - Camp staff interviewed and selected, letters will be sent to all applicants

I would like to remind you that positions are not guaranteed, as competition is very high. There are many wonderful people who would love to work at camp this summer and unfortunately, we cannot take everyone. Because of this, please remember that hiring is based on your application, interview and performance last summer.

We look forward to hearing from you in the near future. Please send all completed applications to the Ann Arbor YMCA, Attention: Courtney Marlowe

Sincerely,

Courtney Marlowe
Director, Camp Birkett
734-661-8013
cmarlowe@annarborymca.org
YMCA Camp Birkett
Ann Arbor YMCA Camp Employment
Reapplying Staff Insert

Name:_________________________________________ Date:____________________

Telephone Number:________________________ Second Number:________________

Present Address:________________________________________________________

Last Date at Current Address:________ Email: ______________________________

Please check the positions you are interested in

_____ Waterfront Director***  _____ Leadership Director***
_____ Boating/Swimming Specialist***   _____ Archery Specialist
_____ Nature Specialist  _____ Sports Specialist
_____ Arts and Crafts Specialist  _____ Counselor

*Positions with three stars are positions in which applicants must be 21 or older.
Applicants must also have their current lifeguard certification to be eligible for these positions

Please briefly respond to the following questions:
1. Describe your best and worst experiences as a staff member. How did they improve your abilities as a staff member?
2. Why do you want to return to Camp Birkett for another summer? What do you hope to gain for yourself working at Camp Birkett?
3. What did you do well last summer? What skills/qualities do you need to improve on? What are you doing to improve in these areas?
4. What is your advice for a first-time staff member?
5. How did you teach the character values of caring, respect, honesty and responsibility to campers last year? Would you do it any differently this summer?
6. Describe the experiences that have helped you to grow and learn in the past year. How do you plan to apply these new insights to your work at Birkett this summer?
7. What contributions do you hope to make as a staff member/counselor?
8. We all know that camp creates a positive and safe environment for children to grow. What will you do to create this environment for children this summer? What can you do to ensure each child has a positive experience?
9. There are many qualified applicants, both reapplying staff and new applicants. Why should we hire you over the others who apply? What did you do last year that makes you deserve this position?
10. Please briefly describe your qualifications for the position you are applying for.

Please photocopy any certification cards you hold and submit them with this application. This only applies to cards that are not currently on file in your staff file.
Application for Employment
ANN ARBOR YMCA

1. General Information

Date: _______________________________ Social Security No.: _______________________________

Name ______________________________

Telephone No.: ______________________________ Email Address: ______________________________

Street Address ______________________________

City ______________________________ State ______________________________ Zip ______________________________

Position Desired: ______________________________ Pay Desired: ______________________________

If hired, can you provide the documents required to prove that you are legally able to work in the U.S.?  ❑ Yes  ❑ No

Please provide any special information we may need about your name or use of another name for us to be able to check your work record and otherwise verify the information given in this Application: __________________________________________

____________________________________________________________________________________

If under 18, please state your age: ______________________________

Have you filed an application here before?  ❑ Yes  ❑ No  If yes, give date: ______________________________

Have you ever been employed here before?  ❑ Yes  ❑ No  If yes, give date:s ______________________________

Are any of your relatives current or former employees of the Ann Arbor YMCA?  ❑ Yes  ❑ No

Are you employed now?  ❑ Yes  ❑ No  If so, may we contact your present employer?  ❑ Yes  ❑ No

On what date would you be available for work? ______________________________

Are you available to work full-time?  ❑ Yes  ❑ No  Part-time?  ❑ Yes  ❑ No

Are you on a lay-off and subject to recall?  ❑ Yes  ❑ No

Have you ever been convicted of a crime or are there any felony charges pending against you?  ❑ Yes*  ❑ No

If yes, please explain: ______________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

If driving is an essential function of the job for which you are applying, please provide:

Driver’s License No.: ______________________________ State: _________ Expiration Date: _________

Please list any traffic citations that you have received within the last 5 years (other than parking violations), their dates, and the nature of the citations: ______________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

*A yes response does not automatically disqualify a job applicant from further consideration. Each situation is evaluated relative to the job being sought. Factors such as the age and nature of the offense, and rehabilitation, will be taken into account.
Application for Employment
ANN ARBOR YMCA (continued)

Can you perform all of the job functions of the position(s) for which you are applying, with or without a reasonable accommodation?**  ☐ Yes  ☐ No

If you served in the U.S. Armed Forces, please indicate:
Branch of Service: ____________________________________________  Rank at discharge: ______________________________________________________________________
Date of discharge: ___________________________  Dishonorable discharge?  ☐ Yes  ☐ No
Describe your duties and any special training: __________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________________________________

In case of an emergency, we should notify: ____________________________________________________________

NAME  ADDRESS  PHONE

II. References
Give the name of three persons not related to you, whom you have known at least one year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address and Phone</th>
<th>Employer and Title</th>
<th>Years Acquainted</th>
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III. Education

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<tr>
<th>Name &amp; Location of School</th>
<th>Major Subject(s) Studied</th>
<th>Years Attended (for verification purposes, only)</th>
<th>Graduated? (Yes or No)</th>
<th>Degree, Diploma or Certificate &amp; Year Obtained</th>
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*The need for an accommodation does not necessarily bar employment. A determination will be made as to the effectiveness with which the accommodation will allow you to perform the essential functions of the positions and the hardship it would impose on the employer.
## IV. Employment History

Start with present and also list all previous employment. (Use separate sheet if necessary.) Start with present employment and work back.

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<tr>
<th>Dates (Month and Year)</th>
<th>Employer’s Name, Address &amp; Phone Number</th>
<th>Supervisor’s Name &amp; Title</th>
<th>Positions</th>
<th>Salary (Starting &amp; Ending)</th>
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May we contact the employers listed above?  ❑ Yes  ❑ No
If not, indicate which one(s) you do not wish us to contact: ______________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

## V. Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience, as well as how you believe they would be of value to the Ann Arbor YMCA: ______________________________________________________________
____________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________

**Office Skills:**  Typing (wpm):________  PC software you can operate:_____________________________________________________________
Authorization and Understanding

I certify that information given in this Application and related documentation is true and complete without qualification. I understand that the Ann Arbor YMCA may investigate my work and personal history and verify all data given on this Application, on related papers, and in interviews, and I authorize the Ann Arbor YMCA to do the same. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements of references or former employers that are given in response to the inquiry. I authorize all individuals, schools and employers named, except as specifically limited on this application, to provide information requested about me, and I release them from liability for damages in providing this information. I understand and acknowledge that the Ann Arbor YMCA is entitled to rely on the representations made by me in the hiring process, and therefore I understand and acknowledge that any misrepresentation or omission of fact by me can result in immediate discharge if deemed appropriate by the Ann Arbor YMCA.

I also understand and acknowledge that, if hired, my employment and compensation will be at the will of the Ann Arbor YMCA and can be terminated, with or without cause, and with or without notice, at any time at the option of either the Ann Arbor YMCA or myself. I further understand and agree that no manager, representative, agent or employee of the Ann Arbor YMCA, other than its President, has now or has had in the past any authority to enter into any agreement for employment for any specified period of time or to make any agreement which is contrary to or a modification of the above described employment relationship, and that any such agreement or representation must be in writing and signed by both myself and the President of the Ann Arbor YMCA, pursuant to a specific resolution passed by the Board of Directors of the Ann Arbor YMCA, in order for it to be effective.

Furthermore, I agree that if I become employed by the Ann Arbor YMCA, then in consideration for my employment I will not commence any action, including any administrative claim or suit, against the Ann Arbor YMCA or its agents more than 180 calendar days after the date of the event giving rise to said action(s), including but not limited to any action which in any way relates to my employment and/or termination of my employment, and I hereby waive any statute of limitations to the contrary.

I further understand and acknowledge that, as a part of the hiring process and throughout my employment, if hired, I may be required to submit to medical/physical examinations (which may include tests for drugs and/or alcohol) at the Ann Arbor YMCA's discretion and expense.

Applicant’s Signature: ________________________________________________________________________________________________________________ Dated: ____________________________________

Please Read

This application will only be considered for the ninety calendar day period after its receipt by the Ann Arbor YMCA. Should you wish to be considered after the expiration of this period, you must reapply.

The Ann Arbor YMCA is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, citizenship, handicap, height, weight and marital status. Under the Michigan Handicappers’ Civil Rights Act and the federal Americans With Disabilities Act, an employer has a legal obligation to accommodate an employee's or job applicant's handicap unless the accommodation would impose an undue hardship on the employer. A handicapper may allege a violation against an employer regarding a failure to accommodate his or her handicap under Michigan law only if the handicapper notifies the employer in writing of the need for accommodation within 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.

DO NOT WRITE BELOW THIS LINE

Interviewed by: ___________________________________________ Date: ________________

Remarks: ________________________________________________________________________________________________________________


Approved by: ___________________________________________ Date: ________________