



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Applicant,

Thank you for your interest in working at Mystic Lake YMCA Camp. Mystic Lake YMCA Camp has a long history of excellent staff members. In order to continue in that tradition we are looking for outstanding individuals who will be an asset to our team. If being a positive role model and making a difference in the life of a young person are important to you then I invite you to apply for one of our staff positions.

In this application packet you will find the following information:

- An Employment Application
- Supplemental Application Questions

On our website you will find the following information:

- General Information about working at Mystic Lake
- List of available positions

The success of a camping program does not happen with a great facility alone. It takes the hard work and dedication of a caring, responsible and trustworthy staff. It is the staff at Mystic Lake YMCA Camp that makes every camper feel worthy and accepted regardless of their background. This is done by creating a caring and supportive atmosphere that develops their self esteem and teaches the fore core values of honesty, caring, respect and responsibility.

If you feel you are up to the challenge of being a Mystic Lake YMCA Camp staff, then I look forward to hearing from you. After I receive your completed application and references, I will contact you to set up an interview.

If you need any additional information or have any questions please feel free to contact me at any time. I can be reached at rwright@ymcaoflansing.org or 517-827-9655. I look forward to hearing from you soon.

Sincerely,

Ricky Wright
Executive Director

YMCA OF METROPOLITAN LANSING

Mystic Lake YMCA Camp

P.O. Box 100, 9505 W. Ludington Dr., Lake, MI 48632

P 517.827.9650 F 989.544.2722 mysticlakecamp.com



FOR YOUTH DEVELOPMENT
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YMCA of Metropolitan Lansing

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

OUR MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PERSONAL

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Telephone Number _____ Social Security Number _____ E-mail _____

Are you 18 years or older? Yes No

If you are under 18 years old, can you furnish a work permit? Yes No

Do you have legal right to remain and work in the United States?
(Proof of identity and authorization is required upon employment) Yes No

Have you ever been employed by the YMCA of Lansing before? Yes No

If yes, give dates _____ Location/Branch _____

Have you ever been convicted of a crime? (Other than a minor traffic violation) _____ Yes No

If yes, please explain _____

Are there any felony charges pending against you? _____ Yes No

Note: Criminal record checks are required before employment.

EMPLOYMENT DESIRED

Position Applying for _____

Are you available to work? Full Time Part Time Seasonal

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Can you perform the duties of the job in which you wish to be employed? With accommodation? Without accommodation?

Salary Desired _____ Date available to start work _____

YMCA OF LANSING
119 N. Washington Sq.
517.827.9622
ymcaoflansing.org

PHYSICAL RECORD

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose any undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the YMCA in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to properly notify the YMCA will preclude any claim that the employer failed to accommodate the handicapper.

EDUCATION

Note: For reference checking purposes, please indicate any other names under which you worked or obtained your education.

EDUCATION	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA/DEGREE
High School (GED)				
Vocational/Technical				
College/University				
Graduate/Professional				

REFERENCES

Note: One must be a relative.

NAME	ADDRESS	PHONE #	RELATIONSHIP
1.			
2.			
3.			

List any friends or relatives working for the YMCA _____

Tell us briefly about yourself. (Ambitions, qualifications, and reasons for wanting employment with the YMCA.)

EMPLOYMENT EXPERIENCE

Note: List current or most recent job first.

May we contact your present employer? Yes No

Employer	Start Date	End Date	Work Performed
Address			
Job Title	Starting Hourly Rate	Starting Salary	
Supervisor	Phone #	Reason For Leaving	

May we contact your present employer? Yes No

Employer	Start Date	End Date	Work Performed
Address			
Job Title	Starting Hourly Rate	Starting Salary	
Supervisor	Phone #	Reason For Leaving	

May we contact your present employer? Yes No

Employer	Start Date	End Date	Work Performed
Address			
Job Title	Starting Hourly Rate	Starting Salary	
Supervisor	Phone #	Reason For Leaving	

May we contact your present employer? Yes No

Employer	Start Date	End Date	Work Performed
Address			
Job Title	Starting Hourly Rate	Starting Salary	
Supervisor	Phone #	Reason For Leaving	

THOSE APPLYING FOR PROGRAM/CHILD CARE/PHYSICAL EDUCATION POSITIONS

Must submit originals upon hire.

NAME OF CERTIFICATION	ISSUING ORGANIZATION	TYPE	EXPIRATION
First Aid			
CPR			
WSI			
YSI			
Lifeguarding			
Fitness			
Other Certifications (specify)	Dates		
# Of Child Development Credits	School		

FOR POSITIONS REQUIRING THE OPERATION OF A MOTOR VEHICLE

1. Do you have a valid driver's license? Yes No
2. What state is the license in? _____
3. Do you possess a youth bus or school bus drivers certificate? Yes No

Note: You will need to provide MVRS at employment.

FOR POSITIONS REQUIRING OFFICE MACHINE SKILLS

Check skills/equipment you have operated: CRT Fax PC Copier Calculator

List software programs you are able to use: _____

Typing Speed (wpm) _____

Other office machine skills _____

I hereby authorize the YMCA of Lansing to investigate any and all statements contained in this application for employment. In addition, I specifically authorize the listed prior employers and personal references to furnish any and all pertinent information they may have, regarding any previous employment and personal character, to the YMCA of Lansing. I hereby release all parties from any liability for damages that may result from furnishing such information to the YMCA of Lansing.

I understand that the YMCA of Lansing will do a Law Enforcement Network (LEIN) check to see if I have any convictions for child abuse or neglect or other criminal conviction. I understand that this is a condition for my employment and I hereby give the YMCA of Lansing permission to obtain a LEIN check of my record.

I certify that the facts contained on this application are true and complete to the best of my knowledge and understand that, if employed falsified statements on this application shall be grounds for dismissal.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without prior notice.

Applicants Signature _____ Date _____

Mystic Lake Supplemental Application Form

Name: _____ Date: _____

Position you are applying for: _____

Please fill in the entire form and return it with your application. If extra space is needed, please continue your response on a separate piece of paper.

1. Summarize your extra curricular activities: Please include the group or activity name, your position, and whether this occurred when you were in high school or college.
2. Have you ever been a camper? Yes No If yes, what camp(s) did you attend, where is it located, and describe your experience.
3. Have you ever been a member of a camp staff? Yes No If yes, list the camp name, year(s) you worked there, position(s), camp address, supervisor name and phone number in the space provided.
4. Describe your strengths and weaknesses.

Please check the correct level or experience of training for the following camp activities:

Program Areas	Little to No Experience	Some Experience	Proficient To Teach	Comments/ Certification
Archery				
Basketball				
Canoeing/Boating				
Challenge Courses				
Dance Type of Dance:				
Drama				
Football				
High Ropes or Climbing Wall				
Horseback Riding				
Nature/ Environmental Ed.				
Fishing				
Soccer				
Volleyball				
Adventure Trips				
Hiking and Orienteering				
Swimming Ability				
Mountain Biking				
Music				
Swimming Lessons				
Technical Tree Climbing				