

# 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.

All volunteer applicants are required to undergo a background check. Submit completed FCRA Background Check form in addition to volunteer application. International volunteer applicants must obtain and submit a background check completed by their local police station.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

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: \_\_\_\_\_

Area of interest : \_\_\_\_\_

**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 \_\_\_\_\_

**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 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 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 (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 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 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.

Name (Printed) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Other Names Used \_\_\_\_\_ Other Names Used \_\_\_\_\_

Name of County 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.

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## YOUTH/PARENT WAIVER FORM

At Silver Bay YMCA, we strive to create a welcoming environment for both guests and volunteers. This involves providing services for our guests in a respectful manner and ensuring that each volunteer who comes to Silver Bay has a positive experience. We recognize that some children and adults are more mature than others. However, we have established this policy based on our experience working with a wide range of groups and individuals over the years.

**To achieve these ends, we have the following policy for youths volunteering at Silver Bay YMCA:**

- Youths under age 14 may volunteer only when accompanied by one adult age 18 or older. Both the youth and adult must submit a Volunteer Application and Waiver Form, including a parent/guardian's signature, to the Volunteer Coordinator. There must be at least one adult present with every twelve youths. The adult must complete a Volunteer Application form and must supervise all youths during their volunteer shift.
- Youths age 14 – 17 years may volunteer independently but must submit a Volunteer Application and Waiver Form, including a parent/guardian's signature, to the Volunteer Coordinator.

**Waiver:**

My child, \_\_\_\_\_, has my permission to participate as a Silver Bay YMCA Youth Volunteer. I understand that he/she is volunteering his/her time and waive all rights for compensation. He/she will only perform volunteer assignments as directed by the staff of Silver Bay YMCA. I agree to release and hold Silver Bay YMCA harmless of any and all claims that result from or occur during his/her volunteer service including, but not limited to, claims for damages, expenses, personal, economic or property injury or loss, and consequential damages. By my signature below, I also acknowledge that my child is covered by health insurance.

**Youth Supervision:** Please complete, as applicable:

- My child is under the age of 14 and I will supervise my child. OR
- My child is between 14 and 17 years old.
- My child will be supervised by \_\_\_\_\_, who has completed a Volunteer Application.

\_\_\_\_\_  
Name of Youth

\_\_\_\_\_  
Relationship to Parent/Guardian

\_\_\_\_\_  
Parent/Guardian of Youth Volunteer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date