



## Complete Now to Finalize Employment

**(Your offer of employment is not complete until you do the following steps, so make sure to get started AS SOON as you receive this document!)**

**Send all forms to the Director of Administration: [admin@camphirock.org](mailto:admin@camphirock.org)**

Before your offer of employment can be considered final, the YMCA must conduct a multifaceted background check. You must complete the following steps as quickly as possible to allow the YMCA to complete consideration of your application for employment this year. *Even if you are a returning staff member, you must complete the steps below unless otherwise noted:*

1. **(Americans and International Staff with a Social Security Number only) Print, complete, and sign the form titled “Notice and Authorization Concerning Consumer and Investigative Consumer Reports” (“backgroundcheck.pdf”) and fax, mail, or deliver it to YMCA Camp Hi-Rock immediately.**
  - a. Please send the form to the attention of the director supervising your department.
  - b. A signature is required so any emailed forms must be signed and scanned first.
2. **(International Staff only) Obtain a criminal background check from your local chief of police or other local authority with access to relevant information.**
  - a. Your international staff hiring agency should have the results of a criminal background check conducted in your state, county, province, or other municipality.
  - b. If you are a new international staff member who has been placed by staff hiring agency, please confirm with our office that we have the results of that check as part of your file. If this is not confirmed, you must obtain a copy and send it directly to YMCA Camp Hi-Rock prior to your employment.
  - c. If you are a returning international staff member who was employed last summer, you should contact the office to confirm that the camp still has the results of this criminal background check on file. Your hiring agency may require a new criminal background check each year regardless of whether the camp has last year’s result. If it has been more than one year since you were employed, you will need to obtain a new criminal background check.
3. **(All Staff) Complete the form titled “CORI Request Form” (“coriform.doc”)and email, fax, mail or deliver it to YMCA Camp Hi-Rock immediately.**
  - a. This form provides information required to complete a Criminal Offender Record Inquiry (CORI) through the Commonwealth of Massachusetts.
  - b. This inquiry takes up to two weeks to complete and often longer; therefore it is *critical* that all potential employees return this form to us immediately upon receipt.
  - c. *The preferred method of returning this form is email because it is immediate.* The form is a Microsoft Word document which you can fill out on your computer, save with your name in the title, and return to us as an attachment via email. If you cannot send email, please send via fax, mail or hand delivery. **Please send a Word 2003 version if possible (not Word 2007 \*.docx version).**



4. **(All Staff) Complete a Central Connecticut Coast YMCA Staff Application Form (“staffapp.pdf”) and fax, mail, or deliver it to YMCA Camp Hi-Rock immediately.**
  - a. All American staff should have submitted this form, titled “Central Connecticut Coast YMCA Application for Employment,” before discussing any employment with Camp Hi-Rock. All American and international staff need a copy of this application on file before their offer of employment is final.
  - b. The application is a three-page document with 2 spaces requiring signatures, and 2 spaces requiring initials – the entire application must be complete including signatures and initials! This form can also be downloaded at our website.
  - c. You must include a minimum of 5 years of prior work history, including name, address, and phone number of a contact person at each place of employment on this form. If you do not have 5 years of work history, you should write a brief statement explaining why (school, etc.)
  
5. **(New Staff) If you have not already done so, you must submit at least three written references to whom you are not related, including, but not limited to, previous employers or school administrators.**
  - a. These written references must include name, address, and phone number/email of the reference so that camp staff may contact him/her to discuss your candidacy for employment.
  - b. If you are a returning staff member who was employed last summer, you should contact the office to confirm that the camp still has three sufficient references on file. If this is confirmed, you will not have to re-submit written references. If it is not confirmed, you will be required to resubmit three written references.
  - c. If your references need a template on which to write, we have included an optional reference form (“**reference.doc**”) that they can use.
  
6. **(All Staff) Employment offers to staff will not be final until an interview (in person or by phone) with a camp staff member has been conducted.**
  - a. The Camp Director or his/her designee will contact you to set this up.
  - b. If you have been placed by an international staff hiring agency, a camp staff member will follow-up with you via email to finalize the interview process.

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***Please note: No employment offer will be final nor will any prospective employee be allowed on site until the above background checks have been completed, reviewed, and the prospective employee is determined to be free of a background that “bears adversely upon his or her ability to provide for the safety and well-being of campers” by one of the year-round directors at camp. Use the checklist titled “Staff Checklist” (“staffchecklist.pdf”) to help you keep track of your progress with these tasks.***