



## **Greenbush Child Caring, Inc.**

620 Columbia Turnpike, East Greenbush, NY 12061

Phone: (518) 477-4125 Fax: (518) 479-4240

[www.greenbushchildcaring.org](http://www.greenbushchildcaring.org)

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Dear Applicant:

Greenbush Child Caring Inc. (GCC) is a private, not-for-profit organization that has provided programs for school-age children since 1983. Programs that we offer include before and after-school, vacation day, half-day and a summer camp day camp. The children we serve are in grades K-8. Additionally, we offer a summer Leader-in-Training Program for youth 13 to 15 years of age.

Our before-school programs operate from 7:00–9:00 a.m. and the after-school programs operate from 3:00–6:00 p.m. GCC provides children with a safe and secure environment in which to play, socialize, and be creative. Art projects, outdoor activities, homework, gym games, dramatic play, cooking, and board games are some of the activities we offer. Children are encouraged to choose how they want to spend their out-of-school time while in our care.

Our summer day camp program operates from 7:00 a.m.–6:00 p.m. We offer a wide variety of recreational and enrichment activities that are both exciting and educational. Some of our daily activities include cooperative games, cooking, nature, sports, art and science. We offer enrichment programs that include Tae Kwon Do, dance, rock climbing, ceramics, cooking and yoga. In addition to our on-site activities we provide swim lessons and take weekly field trips to New York State Parks. Other weekly field trips include amusement parks, bowling, museums, roller-skating, sporting events and much more.

Job duties include supervising children while leading recreational activities. We seek caring, energetic, and patient individuals who enjoy working with children.

If you are interested in obtaining employment with Greenbush Child Caring please complete an employment application and send it to our administrative office. Please be sure to provide addresses and accurate phone numbers for your references. Attaching letters of reference are also acceptable.

Thank you for your interest,

Pamela Race  
Program Director



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## Before-School and After-School Programs EMPLOYMENT APPLICATION

***Please answer all questions. Resumes are not a substitute for a completed application.***

Greenbush Child Caring, Inc, is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local law.

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
Street Address or Rural Route City or Town Zip Code

Phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Have you ever filed an application with us before? YES NO

If yes, when did you apply? \_\_\_\_\_

If under the age of 18, can you submit the necessary work certificate at the time of employment?

YES NO

Social Security Number \_\_\_\_\_

Have you ever been convicted of any crime? YES NO

Are you currently under indictment? YES NO

If yes, please explain so that individual circumstances can be considered.

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### Note

- Criminal convictions will not automatically disqualify an applicant from a particular job. Greenbush Child Caring, Inc. will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of the conviction or completion of jail sentence, the applicant's entire work and education history, and employment references and recommendations.*
- An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within 30 days of the applicant's request for such information.*

Are you currently employed? YES NO

## Work Experience

Start with your present or last place of employment. You may include work performed on a volunteer basis, internships, or military service.

1. Employer:		
Address:		Phone:
Position Held:	Supervisor:	
Length of Service:	Reason for Leaving:	
Wages Start:	Wages Final:	May we contact?:
Duties:		

2. Employer:		
Address:		Phone:
Position Held:	Supervisor:	
Length of Service:	Reason for Leaving:	
Wages Start:	Wages Final:	May we contact?:
Duties:		

3. Employer:		
Address:		Phone:
Position Held:	Supervisor:	
Length of Service:	Reason for Leaving:	
Wages Start:	Wages Final:	May we contact?:
Duties:		

## Education

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech/Trade					

Honors Received: \_\_\_\_\_

### I am interested in applying for the following position(s):

\_\_\_\_\_ **Activity Aide:** This position consists of assisting the Site Director and Activity Leaders with the implementation of the daily schedule. At all times Activity Aides are to interact with the enrolled children while encouraging, instructing and supervising the children. Applicants must be at least 16 years of age.

\_\_\_\_\_ **Activity Leader:** This position consists of assisting the Site Director in implementing the daily schedule. At all times Activity Leaders are to interact with the enrolled children while encouraging, instructing, and supervising the children. Applicant must be at least 18 years of age and a High School Graduate (or its equivalent).

**Site Director:** This position consists of implementing all of GCC's operating procedures. Site Directors are responsible for the supervision of the on-site staff and the health and safety of all enrolled children. Applicant must pose an AAS Degree in Child Development or a related field, have 2 years experience working with children ages 5-15 years old and one year supervisory experience.

Do you have any current first aid certifications? (MAT, First Aid, CPR, Lifeguard, etc.) YES NO

If yes, please explain \_\_\_\_\_

**References**

Please list the names of additional work related references (no relatives) we may call. Individuals with no prior work experience may list school or volunteer related references:

1. Name:	Relationship:
Address:	Phone:
2. Name:	Relationship:
Address:	Phone:
3. Name:	Relationship:
Address:	Phone:

Please summarize special job-related skills and qualifications you have acquired from education, employment, volunteering, or other experience. \_\_\_\_\_

\_\_\_\_\_

Are you available to work the before-school program (BSP) from 7:00 - 9:00 AM? YES NO

Days available to work BSP: (Circle all that apply) Monday Tuesday Wednesday Thursday Friday

Are you available to work the after-school program (ASP) from 3:00 - 6:00 PM? YES NO

Days available to work ASP: (Circle all that apply) Monday Tuesday Wednesday Thursday Friday

State any additional information you feel may be helpful to us in considering your application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant Certification**

I understand that Greenbush Child Caring, Inc. is a drug-free workplace. I agree to work under the conditions requiring a drug-free workplace consistent with applicable federal, state, and local law.

If employed by Greenbush Child Caring, Inc., I understand and agree that Greenbush Child Caring, Inc., to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment. I acknowledge that if hired by Greenbush Child Caring, Inc., employment is on an at-will basis. This means Greenbush Child Caring, Inc. is free to terminate my employment at any time, with or without cause or advance notice. In accordance with state law, an acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with Greenbush Child Caring, Inc. at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of Greenbush Child Caring, Inc. and me. I agree to conform to the rules and regulations of Greenbush Child Caring, Inc., and I understand that Greenbush Child Caring, Inc. has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize Greenbush Child Caring, Inc. to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by Greenbush Child Caring, Inc. to furnish the above mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to Greenbush Child Caring, Inc. pursuant to this authorization form any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Greenbush Child Caring, Inc. for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Greenbush Child Caring, Inc., I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand Greenbush Child Caring, Inc. employs only individuals who are legally eligible to work in the United States.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that Greenbush Child Caring, Inc. to the extent permitted by federal, state, and local law can conduct inspections of property without notice, and communicate results to Greenbush Child Caring, Inc. personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_