

R E D H O O K

P U B L I C

S A F E T Y

C O R P S

**Application Package
2007-2008**

HARLEM

RED HOOK

MIDTOWN

CROWN HEIGHTS

QUEENS

BRONX

An AmeriCorps Service Program

Dear Prospective Applicant:

As you start the application process, you may have several questions. This sheet will hopefully address some of these issues and provide you with the necessary information to complete the application. Please feel free to hold onto this sheet when you hand your application in for consideration.

WHAT IS THE RED HOOK PUBLIC SAFETY CORPS?

The Red Hook Public Safety Corps is an Americorps National Service Program that seeks to improve the quality of life in New York City. Service projects are designed to increase safety and strengthen the community. As a full-time member of the Americorps program, you will be required to complete 1700 hours of service.

HOW DO I COMPLETE 1700 HOURS OF SERVICE?

Members will be placed in various sites such as the Red Hook Community Justice Center, the Midtown Community Court, The Harlem Community Justice Center, Crown Heights Mediation and Bronx Community Solutions. Duties could range from working as a case manager in a clinic to working with leaders on issues that affect all parties in the community.

DO I PARTICIPATE IN ANYTHING BESIDES SERVICE AT MY SITE PLACEMENT?

Members will partake in trainings conducted by staff and various guest presenters on various topics such as CPR/First Aid, life skills, professionalism, and goal setting. These trainings will supplement the professional development provided by the site placements.

WHEN IS THIS APPLICATION DUE? WHAT HAPPENS WHEN I AM CHOSEN FOR AN INTERVIEW?

The application materials for the 2007-2008 Red Hook Public Safety Corps are due on or before September 3, 2007. Please be advised that if chosen for an interview, you will be contacted thereafter. Interviews will consist of a group presentation to see how you interact in a team, and then one-on-one interviews with staff from the aforementioned agencies.

We hope this sheet answers some of the questions you may have. However, if you have other questions or concerns, please feel free to contact Liz Bender at 718-923-8261 or Melissa Gelber at 718-923-8249. Thank you for your interest in the Red Hook Public Safety Corps. Good Luck!!

**RED HOOK PUBLIC SAFETY CORPS
APPLICATION**

Instructions: Please type or print using black or blue ink and make sure to attach a resume with your application. Mail or hand deliver the completed application and resume to the Red Hook Public Safety Corps, 88 Visitation Place, Brooklyn, NY 11231, Attention: Melissa Gelber and Liz Bender. **PLEASE RETURN ON OR BEFORE September 3, 2007.**

1. **Personal Information**

Name: _____
Last First Middle

Address: _____
Street

City State Zip Code

Telephone Number: () _____

Social Security Number: _____

Sex: _____M _____F

Are you a U.S. citizen or resident alien? _____Y _____N

**All applicants MUST have proof of citizenship to be considered.*

Date of Birth: _____

Service Location

Rank the following sites in order of your preference of where you would like to work. Write 1 next to your first choice and 7 next to your least favorite choice. Although members are not guaranteed their first choice, the program tries to accommodate member preferences as much as possible.

_____ Crown Heights, Brooklyn

_____ Midtown Manhattan

_____ Red Hook

_____ Harlem

_____ Queens

_____ Bronx

_____ *no preference*

2. **Education**

Please check all that apply:

- Grade School Some college (currently attending)
- High School Diploma Associate's Degree
- GED Bachelor's Degree
- Some college (not attending) Graduate study or degree

Beginning with high school, please list all schools attended:

School and Location (City and State)	Dates Attended	Area of Study	Degree

3. **Legal**

It is very important to be honest in this section. A criminal record does **not** necessarily disqualify you from consideration for the Red Hook Public Safety Corps; however, misrepresentation of a criminal record will disqualify you. A background criminal history check on all members will be completed before the service term begins. Your answers will be kept completely confidential.

Have you ever been convicted of any crime other than a minor traffic violation?

Yes No

If yes, please indicate why, when and where you were convicted. Please include juvenile offenses.

Do you have any pending charges or are you under any type of criminal investigation? Yes No

If yes, please explain:

Are you currently on probation or parole? Yes No

If yes, please provide the name and phone number of the judge or probation/parole officer that we can contact to verify the above information:

Name: _____ Title: _____ Phone: () _____

4. **Victimization**

Because Red Hook Public Safety Corps members may be asked to do hands-on work with victims, we are interested in learning if you have any first-hand experience with victimization. Your response is strictly optional and will in no way affect your application. Again, your answers will be kept completely confidential.

Have you ever been the victim of a crime? Yes No

If yes, what were the circumstances?

5. **Skills and Interests**

Describe any special talents, skills or abilities that you possess right now.

What skills or specific work experience would you like to gain during your service term (e.g. work with specific populations or on a specific issue)?

6. **Employment**

In a separate résumé that you include with this application, please list your employment/volunteer history, including both full-time and part-time jobs and volunteer work, starting with your most recent job.

If you have ever served in an Americorps program, please indicate which program and when in the box below.

Program and Location	Your Title	Dates	Hours Per Week

7. **Career Goals**

Please describe your career goals and how participating in the Red Hook Public Safety Corps will help you to achieve them.

8. **Member Profile**

Please describe your ethnic background. Your response is optional and will in no way affect your application.

_____ African American _____ Asian or Pacific Islander _____ Caucasian
_____ Hispanic/Latino _____ Native American _____ Other

Do you have any special needs that require accommodation? _____ Yes _____ No

If yes, please specify:

9. **Personal Statement**

Please answer one of the following in no more than 500 words (approximately one page) on a separate sheet of paper. The essay must be typed or printed in blue or black ink.

A goal of AmeriCorps is to inspire local action that strengthens community. Describe a time when you worked with others to make a difference in your community, school or workplace. What strengths did you contribute to the groups' success? What did you learn about yourself that has made a difference in the way you work with others now?

OR

Why do you want to join AmeriCorps? What could you contribute to your AmeriCorps project? What do you hope to gain from serving as an AmeriCorps member?

10. **References**

Please provide contact information for a reference that we may contact. Your reference may be a former employer, a community leader, a teacher, a coach or clergy: it may **not** be a relative or a peer. Attached is a letter of reference form. Please have your reference fill this document out and enclose it in a sealed envelope to be returned to us.

Name: _____ Position: _____

Address:

Phone Number: () _____

11. **Certification**

I hereby certify that the information on this application, and my attached resume and Doctor's note, is true and correct to the best of my knowledge. I understand that any information or omission of information could result in unfavorable consideration or immediate dismissal. I allow release of this information for verification and evaluation purposes only.

Signature: _____ Date: _____

Reference Form

To the applicant: Please fill out the lines below and give this form to your reference. Your reference should complete this form, seal it in an envelope, sign his or her name across the seal on the outside of the envelope, and return it to you to include with the application you send to AmeriCorps.

Applicant's Name: _____

Address: _____

Home Phone: _____

Work Phone: _____

To the Personal Reference:

AmeriCorps engages more than 50,000 citizens a year in results-driven service sponsored by hundreds of local and national nonprofit organizations. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, and other human needs.

The person named above is applying to be an AmeriCorps member. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. The success of AmeriCorps largely depends upon an appropriate match between programs and members. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

Name of Reference: _____

Position/Title: _____

Organization/Institution: _____

Address: _____

Home Phone: _____

Work Phone: _____

Email: _____

Knowledge of the Applicant

How long have you known the applicant? Years: _____ Months: _____

In what capacity have you known the applicant?

Please describe the situation in which you know the applicant.

Work Performance

- 1. Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

2. In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please check one.

- Outstanding
- Above average
- Satisfactory
- Below average
- Unsatisfactory

Relationships with Other People

3. AmeriCorps members are required to understand other people's viewpoints and problems and to communicate with people from differing backgrounds. Please comment briefly on the applicant's relationship with others.

4. AmeriCorps members must serve with other participants and with people of varied cultural, economic, education, racial, and religious backgrounds. How would you rate the applicant's working relationships with other people? Please check one.

- Works well with others; can lead or follow as the occasion demands.
- Has average working relationships with others.
- Usually works well with others; can lead or follow in most situations.

_____ Has difficulty with others.

_____ Does not work well with others.

Emotional Maturity

5. Please comment on the applicant’s ability to adapt and work under difficult and changing conditions.

6. AmeriCorps members often serve in conditions of hardship and inconvenience. They must be able to deal with new and changing living conditions, limited financial resources, and considerable amounts of stress. With these considerations in mind, how would you rate the applicant?

_____ Highly effective even in adverse situations and changing conditions.

_____ Able to adapt to adverse situations and changing conditions.

_____ About average in adapting to adverse situations and changing conditions.

_____ May not be able to stand up well in adverse situations and changing conditions.

_____ Completely unable to handle adverse situations or adapt to changing conditions.

Additional Comments and Supporting Information

7. If you wish, use additional paper to explain any of ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps—such as the applicant’s desire to serve others, maturity, work ethic, flexibility and dependability. Explain any reservations that you have regarding the applicant’s participation in the AmeriCorps program.

Overall Recommendation

8. What is your overall recommendation?

___ I recommend the applicant without reservation as an excellent candidate for AmeriCorps service.

___ I recommend the applicant as a good candidate for AmeriCorps service.

___ I have some reservations, but I believe the applicant has a reasonable chance of success.

___ I have substantial doubts about the applicant.

___ I do not recommend this applicant for AmeriCorps service.

9. Certification

I hereby certify that the information on this reference form is true and correct to the best of my knowledge. I allow release of this information for verification and evaluation purposes only.

Signature: _____ Date: _____

PLEASE RETURN THIS FORM, IN AN ENVELOPE SIGNED ACROSS THE SEAL, DIRECTLY TO THE APPLICANT.