

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  
2008-2009**

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 address these issues and provides you with the necessary information to complete the application. Please feel free to keep this sheet after you hand in your application.

**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. Full-time members of the Americorps program, are required to complete 1700 hours of service, and part-time members must complete 900 hours in one year's time.

**HOW DO I COMPLETE THE REQUIRED 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 2008-2009 Red Hook Public Safety Corps are due on or before September 1, 2008. 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 Melissa Gelber at 718-923-8249. Thank you for your interest in the Red Hook Public Safety Corps. Good Luck!!



**DISCLOSURE TO EMPLOYMENT APPLICANT  
REGARDING PROCUREMENT OF  
A CONSUMER REPORT**

In connection with your application for employment, we may procure a consumer report on you from PeopleWise, LLC as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

Applicant's Name: \_\_\_\_\_

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

Applicant's Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Driver's License Number and State: \_\_\_\_\_

Name as it appears on Driver's License: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**NOTE:** Date of Birth information is used **ONLY** by PeopleWise for verification of identity and is not used for any purpose by the employer.

Applicant's Signature: \_\_\_\_\_

**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.

- |  |   |
|--|---|
| <input type="checkbox"/> Crown Heights, Brooklyn | <input type="checkbox"/> Midtown Manhattan    |
| <input type="checkbox"/> Red Hook                | <input type="checkbox"/> Downtown Brooklyn    |
| <input type="checkbox"/> Harlem                  | <input type="checkbox"/> Queens               |
| <input type="checkbox"/> Bronx                   | <input type="checkbox"/> <i>no preference</i> |

2. **Education**

Please check all that apply:

- |   |   |
|---|---|
| <input type="checkbox"/> Grade School                 | <input type="checkbox"/> Some college (currently attending) |
| <input type="checkbox"/> High School Diploma          | <input type="checkbox"/> Associate's Degree                 |
| <input type="checkbox"/> GED                          | <input type="checkbox"/> Bachelor's Degree                  |
| <input type="checkbox"/> Some college (not attending) | <input type="checkbox"/> 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.

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Do you have any pending charges or are you under any type of criminal investigation? \_\_\_Yes \_\_\_No

If yes, please explain:

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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?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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5. **Skills and Interests**

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

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\_\_\_\_\_  
\_\_\_\_\_

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. Applications will not be considered complete without a résumé.**

**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.

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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:

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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. **Applications will not be considered complete without a personal statement.**

*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?*

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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 relatives 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. **Applications will not be considered complete without a reference form.**

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 each of your references. 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.

\_\_\_\_\_  
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**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.

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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.

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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 these ratings, and anything else about this application 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.**