



YMCA

We build strong kids,  
strong families, strong communities.

There are **two forms** that you must submit to in order to participate, but you will return them in different ways – so please read this carefully!

**Form 1:** STEP to Work Application: Complete and have your parent's sign and fax back to the YMCA by **June 6<sup>th</sup>**, 2008.

**Form 2:** BackCheck Form: Have your parent sign the back page and bring this in person to your interview. **DO NOT FAX or MAIL THIS FORM!**

---

It is necessary for all selected participants to undergo a criminal record check (BackCheck) before participating in the YMCA STEP to Work program. The form contains confidential information about you that must be processed by the YMCA. If you are notified that you are not selected to be a participant your completed criminal record check application form will be destroyed within 14 days after notification.

#### **Form Instructions:**

1. Complete the **STEP to Work Application**, with your parent or guardian signature and mail or fax it to the YMCA by **June 6th**. The fax number is (604) 684-3255.
2. Have your parent or guardian complete pages 2 and 3 (ignore page 1) of the **BackChek form**. Your parent or guardian **must sign** the BackCheck form in the section marked with an "A" and again in the section marked with a "B", both sections are found on page 3. Once completed, keep the form and **bring it with you when you come for your YMCA STEP to Work interview. DO NOT FAX or MAIL to anyone—see #3 below.**
3. You will need to fill out the remainder of the BackCheck form in person with YMCA staff so **you must bring your photo ID and Secondary ID, as described on page one of the form, to your interview**. If you do not have the required ID or if you are unsure whether your ID qualifies, please call 604-685-8066 and ask for clarification.

If you or your parent/guardian have any questions about completing these forms, please call 604-685-8066 and ask for assistance in completing your STEP application. Personal information you provide to the YMCA is protected. To see our privacy policy visit our web page, [www.vanymca.org](http://www.vanymca.org) and click on the Privacy Policy link at the bottom of the page.

**Do not fax the BackCheck form to BackCheck or any other organization, bring it in person to your YMCA interview!**



YMCA

We build strong kids,  
strong families, strong communities.



BC Housing

In partnership with BC Housing

**2008 STEP to Work Program Application Form**

To be completed by applicant and faxed or mailed to the YMCA by **Friday June 6<sup>th</sup>** to secure an interview (all applicants must attend an interview). **Fax: (604) 684-3255**

*(If you do not have access to a fax machine try your local Kinkos, corner store, or your school office or school counselling room, or ask if your parents might be able to fax it from their work place).*

Today's Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ Given Name (s): \_\_\_\_\_

Social Insurance #: \_\_\_\_\_ MSP Health Care#: \_\_\_\_\_

BC Housing Development Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

How long have you lived there? \_\_\_\_\_

Phone number where we can reach you? \_\_\_\_\_ Message number? \_\_\_\_\_

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

Birth date (YY/MM/DD): \_\_\_/\_\_\_/\_\_\_ Gender: Female: \_\_\_ Male: \_\_\_

**Please list 2 people that we can contact as references (please do not list friends or family members):**

1. Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Contact Information: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Please list 2 people that we can contact in case of an emergency:**

1. Emergency Contact Person: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Phone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_



YMCA

We build strong kids,  
strong families, strong communities.



BC Housing

In partnership with BC Housing

2. Second Emergency Contact Person: \_\_\_\_\_

Relationship to You: \_\_\_\_\_

Phone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Do you have any health or physical concerns that you may think might affect your ability to participate in this program.  Yes  No

If yes, please specify: \_\_\_\_\_

\_\_\_\_\_

Have you applied to the STEP Program before?  Yes  No

If yes, when and where?

\_\_\_\_\_

Previous STEP participants cannot attend the STEP program twice, therefore if you have previous involvement with the STEP Program please explain the details: \_\_\_\_\_

\_\_\_\_\_

According to you, work is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you were asked to name your biggest dream, what would it be?

\_\_\_\_\_

\_\_\_\_\_

Why should you be accepted into the Program?

\_\_\_\_\_

\_\_\_\_\_

Are you attending summer school classes? \_\_\_\_\_

If yes, what is your schedule (dates and times) \_\_\_\_\_

When would you be able to start the program?

Wednesday July 2nd - August 20th  Yes  No  I *prefer* to start July 2nd

Monday July 7th – August 27th,  Yes  No  I *prefer* to start July 7th



YMCA

We build strong kids,  
strong families, strong communities.



BC Housing

In partnership with BC Housing

**Do you have any of the following certificates (check all applicable boxes)?**

- Foodsafe     Superhost     Babysitting
- WHMIS     First Aid     Other, please specify \_\_\_\_\_

**Please indicate your preference for work :**

- Retail (clothing, sports equip.)                          Office/Administrative
- Outdoor/Recreation/Physical                          Food and Beverage

**What types of skills and experiences do you hope to gain through your participation in this program?**

---



---



---

**What types of jobs interest you?**

e.g. restaurant/cooking/retail/office/ clerical work/cashier/construction

---



---



---

**Finally, how did you first hear about the STEP TO WORK Program?**

---

\*Please note that if you are accepted into this program, you will be required to pass a Criminal Record Search (BackCheck). The **BackCheck form** is included here, please have it signed by your parent or legal guardian and **submit it in person** during your interview at the YMCA (**do not fax it with your application**)!

**RESUME MUST BE ATTACHED**

*Please see next page for important information.*



YMCA

We build strong kids,  
strong families, strong communities.



BC Housing

In partnership with BC Housing

**Important Information About Your Privacy**

The YMCA of Greater Vancouver is committed to protecting personal information by following responsible information handling practices, in keeping with privacy laws.

We collect, use and disclose personal data in order to better meet your service needs, to ensure the safety of our participants, for statistical purposes, to inform you about the YMCA program or service in which you are registered, and to satisfy government and regulatory obligations.

For more information on the YMCA’s commitment to privacy, please visit our web site at [www.vanymca.org](http://www.vanymca.org)

If accepted into STEP to Work, I understand that I will be an employee of the YMCA and will follow the Code of Conduct. I will be available for training and work placement from either July 2nd to August 20th 2008, or from July 7th to August 27th 2008, and I will attend all training sessions and workdays for the program duration. I will make an effort to try new things and bring a willingness to learn to this program.

Youth Signature\_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_

Date: \_\_\_\_\_

Please include your completed **application** AND your **resume!**  
ALSO! Have your BackCheck form signed by your parent or legal guardian, and **return the BackCheck form in person** during your YMCA interview. **(Do not fax BackCheck form)!**

Fax or mail to:

YMCA Community Services and International Development (Attn: STEP to Work Program)

201 – 1166 Alberni St., Vancouver, BC V6E 3Z Tel:(604) 685-8066

**Fax: (604) 684-3255**