



72-74 East Dedham Street
 Boston, MA 02118
 (617) 292-9200
 Fax:(617) 292-9275

Staff Application

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**Please be sure to complete *all* pages of the application.
 Application can be hand written or typed. Attach additional pages if needed.**

I. BACKGROUND INFORMATION

Date _____

Name _____

Have you ever applied to Wediko before? Yes No If so, what year(s)? _____

Please check if you will be 18 years old by Aug 31 Social Security Number _____

Please check if you will be 21 years old by Aug 31

How did you hear about Wediko? (Please circle):

- Professor, Career Office, Poster, Job Posting, Information Session, Wediko staff, other: _____
- If applicable, indicate the name and relationship/position of the person who referred you or source of job posting: _____

Current Mailing Address:

Home/Permanent Address:

Valid until (m/y) _____

Cell Phone # _____

Phone # _____

Phone # _____

Current E-mail _____

Permanent E-mail _____

Education:

Year graduated from high school _____

Name of undergraduate college _____

Name of graduate school _____

Expected completion date _____

Expected completion date _____

Degree/Major _____

Degree _____

Overall GPA _____ Major GPA _____

Concentration _____

Current Certifications or Licensures (i.e., WSI, Lifesaving, CPR, First Aid, Nursing, Teaching/SpEd, MSW):

Certificate or License _____

License # _____

Date of Expiration _____

II. WORK EXPERIENCE *(In addition to completing this section, please enclose a current copy of your resume.)*

- a. Describe your previous work, both paid and unpaid, with children. Include an agency name, age of children, duties, and dates.

- b. List other volunteer and work experiences, including employer's name, duties, and dates.

- c. What do you hope to gain professionally from the Wediko experience?

III. PERSONAL STRENGTHS AND WEAKNESSES

- a. What strengths will help you work with children in individual and group situations?

- b. What personal traits do you believe might interfere with your work with children in individual and group situations?

- c. All staff members at Wediko work very closely with a core treatment team of adults from various backgrounds and professional orientations. Given this structure, please comment on your style of interaction with other adults. Indicate what your strengths and relative weaknesses would be on such a team.

- d. When faced with a dilemma, how do you problem-solve?

- e. The intensity of working with children who have serious emotional and behavioral disabilities can often trigger personal issues for staff. How would you manage awkward personal feelings in the context of working with children?

- f. Working with children struggling with emotional and behavioral issues results in a uniquely intensive, stressful, and rewarding experience.

1. What do you anticipate will be most rewarding for you in working with children struggling with emotional and behavioral issues?

2. What do you anticipate will be the most stressful for you in working with children struggling with emotional and behavioral issues?

IV. SELF-REFLECTION

- a. The decision to commit to a Wediko program requires considerable thought and self-reflection, as does the process of applying to college, choosing a job, or deciding how to spend your free time.

Please describe an important choice you have made in the past, emphasizing the factors that influenced your decision.

- b. Helping children master new challenges and cope more effectively with social demands often brings up thoughts and feelings from our own childhood experiences. There are no right or wrong answers in the next set of questions. However, Wediko does expect that staff will be able to be genuine and caring, while keeping safe and clear boundaries between personal and professional areas of functioning.

1. Please describe one of your happiest experiences or greatest achievements while growing up.

2. Please describe a time that you struggled or felt disappointed while growing up.

- c. At Wediko, staff assume many caretaking roles with children, including having fun, providing nurturance, and setting limits. Please describe the ways in which your family balanced these roles.

V. SKILLS AND INTERESTS INVENTORY

Check † the activities that *interest* you. Then, indicate which activities you are proficient enough in to **Assist** or **Teach** by placing an **A** or **T** in the space provided to the right.

Land Sports

mountain biking ___

archery ___

basketball ___

soccer ___

volleyball ___

baseball ___

frisbee ___

tennis ___

other

Fitness/Adventure

weight training ___

aerobic dance ___

martial arts ___

yoga ___

rock climbing ___

backpacking ___

gymnastics ___

other

Water Sports

canoeing ___

kayaking ___

rowing ___

fishing ___

swimming ___

WSI certification

Lifeguarding

other

Fine Arts

art ___

pottery ___

woodworking ___

photography ___

metalworking ___

other

Performing Arts

dance ___

drama ___

puppetry ___

music ___

What instrument? _____

singing

other

Hobbies

farm animal care ___

auto mechanics ___

cooking ___

computers ___

bike repair ___

magic ___

other

Academic Instruction

teaching certificate _____

elem. secondary

regular sped.

research ___

nature/science ___

Specialization

Nursing/Health

licensure _____

RN LPN

EMT or First Responder

CPR _____

First Aid _____

other

“Brain” Games

Chess ___

Stratego ___

Scrabble / Upwords ___

Othello ___

Crossword puzzles ___

other

Please mention other talents or skills which you can share with the Wediko community:

I certify that the information contained in this application is correct to the best of my knowledge.

Signature _____ Date: _____

*****IMPORTANT NOTE:** Please have the enclosed recommendation form completed by an employer or a professor, and then returned by them to our office. Your application materials, however, should be submitted as soon as you have completed them.

Please Return To:
Staff Recruitment Coordinator
72-74 East Dedham St.
Boston, MA 02118

OPTIONAL INFORMATION

The following questions are optional. All responses will be kept confidential. The information provided will assist us in maintaining our commitment to employing a diverse group of staff. Failure to provide this information will not jeopardize or adversely affect your application in any way.

Name _____

Age _____ Date of Birth ____/____/____

Sex: Female Male

Race: Caucasian African American Latino / Latina Native American

Asian or Pacific Islander Other (please specify)_____

Handicapped*

Certification form attached Certification form will be forwarded at a later date

* You qualify as a handicapped person if (1) you have a physical or mental impairment which substantially limits one or more major life activities, (2) have a record of such an impairment, or (3) are regarded as having such an impairment.

"Major Life Activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Handicapped Status requires certification. Ask your interviewer for the necessary forms.



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2009 Staff Recommendation Form

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Applicant Name: _____ Date: _____

I waive do not waive the right to review this recommendation form.

Applicant Signature: _____

The above-named applicant has applied for a position working with children who have serious emotional and behavioral disabilities in our two-month residential treatment program. We appreciate your help in rating the applicant in the following categories.

In what context have you known the applicant?

Employer Supervisor Professor Other: _____

Job / Organization / Course: _____

Dates of Association: _____

Please use the following four-point scale throughout this evaluation.

0=Not at all descriptive 1=Somewhat descriptive 2=Moderately descriptive 3=Highly descriptive

01) Unable to accept feedback from peers or co-workers _____

02) Accepts direction from professor or supervisor _____

03) Able to cope with stress, deadlines, or pressure _____

04) Reluctant to ask for help or guidance from professor or supervisor when needed _____

05) Can be relied upon, i.e. is on-time, organized, attentive to detail _____

06) Passive regarding legitimate concerns, unable to address issues _____

07) Works productively with peers or co-workers, not divisive or overly demanding _____

08) Takes initiative and is a creative thinker _____

09) Personalizes professor's or supervisor's feedback; interprets as criticism _____

10) Has difficulty working effectively with co-workers from different backgrounds (i.e.: age, race, ethnicity, gender, sexual orientation, religion, etc.) _____

11) Is a hard worker, perseveres in the face of adversity _____

12) Has poor boundaries, does not handle self as an adult _____

Continued on the next page

13) Addresses and resolves issues effectively with peers or co-workers _____

- 14) Handles work or tasks independently, is proactive, confident _____
- 15) Will exhibit positive leadership and role-modeling for peers or co-workers _____
- 16) Will be able to conceptualize treatment strategies and generalize to new situations _____
- 17) Will overly personalize relationships with children, will be provocative or manipulative _____
- 18) Will demonstrate negative leadership among staff, i.e.: passive aggression or complaining _____
- 19) Will have difficulty developing healthy relationships with children _____
- 20) Will respond effectively to crises _____

How do you think the applicant will perform in a situation which demands continuous responsibility for children and allows for only limited free time?

Please add any further comments below. For example, highlight particular strengths or weaknesses of the applicant.

Signature: _____ **Date:** _____

Name: _____

Position: _____

Address: _____

Phone Number: _____

Email Address: _____

Please return to: Staff Recruitment Coordinator
Wediko Children's Services, 2nd Floor
72-74 East Dedham Street
Boston, MA 0211