



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYMENT APPLICATION

The Family YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of gender, gender identity, sexual orientation, religion, age, marital status, citizenship, national origin, ethnic identity, veteran status, disability or any other status protected by law.



If you would like to apply to join The Family Y's staff, please complete the application below.

- Be sure to write legibly
- This application **must be completed in full** to be accepted.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application and any additional forms included with application.

Position Applying For: _____ **Date:** _____

Are you willing to accept other positions: _____ **Date Available:** _____

PERSONAL INFORMATION

NAME: _____ **E-mail:** _____
Last First MI

ADDRESS: _____
City State Zip Code

TELEPHONE: Mobile: _____ **Other:** _____

Are you 18 years of age or older? **Yes No**
Are you 21 years of age or older? **Yes No**

If hired, can you provide verification of your legal right to work in the United States? **Yes No**

Can you perform the essential functions of the job for which you are applying, with or without reasonable accomodation? **Yes No**

***Notice to All Applicants: The Family YMCA enforces its policies and practices to prevent child abuse.**
Allegations or suspicions of child abuse are taken very seriously at The Family YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

EMPLOYMENT INFORMATION

List available days/hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Preferred Job status: _____ Full-time _____ Part-time _____ Seasonal: _____
Dates Available

Have you ever been employed by this YMCA or any other YMCA? **Yes No**
 If yes, when? _____ At which location? _____

Have you previously volunteered at this YMCA or any other YMCA? **Yes No**
 If yes, when? _____ At which location? _____

Do you have any relatives or household members currently working for this YMCA? **Yes No**
 If yes, name(s) and relationship: _____

How did you hear about this opening?

_____ Staff Referral	_____ Walk-in
_____ School	_____ Advertisement
_____ Y Website	_____ Facebook
_____ Y Member	_____ Other _____

Name of Referral Source: _____

EDUCATION & TRAINING

Check one:	Name of School	City/State	Diploma Awarded	Degree	Major
_____ High School _____ GED			_____ Yes _____ No _____ In Progress		
College			_____ Yes _____ No _____ In Progress		
Graduate School			_____ Yes _____ No _____ In Progress		
Vocational/Other			_____ Yes _____ No _____ In Progress		

Describe any non-employment experience such as school or volunteer activities that might strengthen your application.

SAFETY & JOB SPECIFIC CERTIFICATIONS

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

EMPLOYMENT HISTORY		List all previous employment during the past seven years starting with the most recent. Use additional sheets if necessary.	
Employer	Telephone	Dates Employed	Summarize the nature of the work performed and job responsibilities.
Address		From: _____/_____/_____	
Job Title		To: _____/_____/_____	
Immediate Supervisor and Title		Starting Hourly Rate \$ _____ per _____	
May we contact this employer? _____ Yes _____ No		Ending Hourly Rate \$ _____ per _____	
Employer	Telephone	Dates Employed	Summarize the nature of the work performed and job responsibilities.
Address		From: _____/_____/_____	
Job Title		To: _____/_____/_____	
Immediate Supervisor and Title		Starting Hourly Rate \$ _____ per _____	
May we contact this employer? _____ Yes _____ No		Ending Hourly Rate \$ _____ per _____	
Employer	Telephone	Dates Employed	Summarize the nature of the work performed and job responsibilities.
Address		From: _____/_____/_____	
Job Title		To: _____/_____/_____	
Immediate Supervisor and Title		Starting Hourly Rate \$ _____ per _____	
May we contact this employer? _____ Yes _____ No		Ending Hourly Rate \$ _____ per _____	

Please explain any gaps in your employment history.

What other business experience, personal experience or training have you had that may have prepared you for this position?

PERSONAL REFERENCES

Do not list relatives or past employers. All sections must be filled in. Application will NOT be considered if not filled in completely.

Name: _____
Occupation: _____ Years Known: _____
E-mail: _____
Phone #: _____ Alternate Phone #: _____

Circle one:

Personal or Professional?

Name: _____
Occupation: _____ Years Known: _____
E-mail: _____
Phone #: _____ Alternate Phone #: _____

Circle one:

Personal or Professional?

Name: _____
Occupation: _____ Years Known: _____
E-mail: _____
Phone #: _____ Alternate Phone #: _____

Circle one:

Personal or Professional?

APPLICATION ACKNOWLEDGEMENT AND AUTHORIZATION

Please read all statements and sign below:

I authorize both The Family Y and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by The Family Y I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of The Family Y or myself. I understand that, other than the CEO of The Family Y, no manager, supervisor or representative of The Family Y has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of The Family Y has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and The Family Y.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that The Family Y is not obligated to retain or consider this application for future openings. If hired, I agree to abide by The Family Y's policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: _____

Date: _____