



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

the KEENE FAMILY YMCA

Employment Application

Thank you for your interest in the YMCA!

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to join the YMCA staff team, please complete the application below.

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

Personal Information

Position applying for: _____ Date available: _____

Name: _____ E-mail: _____
Last First MI

Address: _____
Street City State Zip

Telephone: Home ____ / ____ Business ____ / ____ Mobile ____ / ____

Are you 18 years of age or older? <i>(If not, you may be required to provide work authorization.)</i>	YES	NO
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If hired, can you provide verification of your legal right to work in the United States?	YES	NO
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Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodations?	YES	NO
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Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. <i>All individuals seeking employment must consent to a criminal background check. Employment is contingent on the results. Since the Y places a high priority on offering a safe environment, an individual who has been convicted of, or pled guilty to, a crime involving or against a minor, no matter when the offense occurred, is unfit to work for the Y. Serious convictions involving the safety and well-being of others will also prevent someone from working for the Y. Other convictions will be evaluated on a case-by-case basis. Applicants who fail to fully disclose their criminal convictions as required will not be hired or will be terminated if hired. (Application Form and Personal Policy)</i>	YES	NO
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Notice to ALL Applicants: The YMCA enforces its policies and practices to prevent child abuse. Allegations or suspicions of child abuse are taken very seriously at the 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

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Preferred job Status: Full-time Part-time Seasonal As needed

Have you previously 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 relatives or household members currently working for this YMCA? Yes No

If yes, name(s) and relationship: _____

How did you hear about this opening?

YMCA staff referral School Walk-in YMCA website YMCA member

Advertisement Other _____

Education & Training

	Name of School	City, State	Diploma Awarded	Degree	Major
High School Or 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

CPR, First Aid, CDA, etc.. List provider, Level and expiration

Employment History

List all previous employment during the past seven years starting with the recent.
Use additional sheets if needed.

Employer: _____ Address: _____

Job Title: _____ Immediate Supervisor and title _____

Reason for leaving: _____

Dates Employed: From: _____ To: _____ May we contact this employer? Yes No

Starting hourly rate/salary: \$ _____ per _____ Ending hourly rate/salary: \$ _____ per _____

Summarize the nature of the work performed and job responsibilities.

Employer: _____ Address: _____

Job Title: _____ Immediate Supervisor and title _____

Reason for leaving: _____

Dates Employed: From: _____ To: _____ May we contact this employer? Yes No

Starting hourly rate/salary: \$ _____ per _____ Ending hourly rate/salary: \$ _____ per _____

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Reason for leaving: _____

Dates Employed: From: _____ To: _____ May we contact this employer? Yes No

Starting hourly rate/salary: \$ _____ per _____ Ending hourly rate/salary: \$ _____ per _____

Summarize the nature of the work performed and job responsibilities.

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?

Name: _____ Personal or Professional Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Alternate # _____

Name: _____ Personal or Professional Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Alternate # _____

Name: _____ Personal or Professional Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ Alternate # _____

Application Acknowledgement and Authorization

Please read all statements and sign below:

I authorize both the YMCA 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 provide 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 fact in this application or any other document submitted in connection with the YMCA employment will result in denial of employment or termination of employment regardless of timing or circumstances of discovery.

If I am employed by the YMCA I understand may employment can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the CEO of the YMCA, no manager, supervisor or representative of the YMCA has authority to enter into any agreement for employment for any specific period of time, or 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 YMCA.

I understand that in the event I am employed by the YMCA, any compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the YMCA at the YMCA's discretion.

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 YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by YMCA policies and rules at all times, I acknowledge that I have read the above statements and understand them.

Signature: _____ Date: _____

SUPPLEMENT TO APPLICATION – complete if applying to work with children

Why do you want to work with children?

With what age group or sex do you prefer to work? Why?

How would you describe yourself?

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

Describe non-employment activities you engaged in that might strengthen your application.

List any sports or hobbies in which you have participated (past and/or present)

List other cities, counties, states or countries where you have lived/worked and # of years there.

ADDITIONAL WORK HISTORY

list all other organizations or employers (not listed on page 2) where you have experience in caring for children

Name of organization/employer _____

Employed/ Associated with from _____ to _____ Reference Name _____

Reference contact information: Telephone _____ E-mail _____

of children _____ ages of children _____ Sex: Male Female

Briefly describe your responsibilities:

Name of organization/employer _____

Employed/ Associated with from _____ to _____ Reference Name _____

Reference contact information: Telephone _____ E-mail _____

of children _____ ages of children _____ Sex: Male Female

Briefly describe your responsibilities:

Name of organization/employer _____

Employed/ Associated with from _____ to _____ Reference Name _____

Reference contact information: Telephone _____ E-mail _____

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Briefly describe your responsibilities:

