

Interview Date	_____
Interviewer #1	_____
Interviewer #2	_____



MetroWest YMCA Employment Application

Thank you for your interest in the YMCA!

We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws. Reasonable accommodations will be made for applicants with disabilities and qualified new hires.

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: _____

Name: _____ E-mail: _____
Last First MI

Address: _____
Street City State ZIP

Telephone: Home _____ / _____ Business _____ / _____ Cell _____ / _____

Previous residence if less than five (5) years: _____
City / State

If necessary, best time to call you at home is _____ AM/PM

May we contact you at work? Yes No

If yes, work number and best time to call..... _____ AM/PM

If you are under 18 years of age and it is required, can you furnish a work permit? Yes No

NOTICE TO APPLICANTS: THE METROWEST YMCA MAINTAINS “ZERO TOLERANCE” FOR 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 all staff.

Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

Employment Information

What type of position are you applying for? Department: _____

Full time (35-40 hours per week, 12 months) Part Time Seasonal (FT or PT, less than 3 months)

Available start date? _____ Any restrictions to work hours? _____

List available days / hours below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you previously been employed by this YMCA or any other YMCA? Yes No

If yes, when and at which locations? _____

Have you previously volunteered at this YMCA or any other YMCA? Yes No

If yes, when and at which locations? _____

Do you have any relatives or household members currently working for this YMCA? Yes No

If yes, name(s) and relationship: _____

How did you find us? YMCA Staff Referral Website YMCA Member Walk-In Advertisement Other

Name of referral source (if applicable): _____

Education & Training

Educational Background					
	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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, Lifeguarding, etc.)	Provider	Level	Expiration

Employment History

Provide the following information of your past and current employers or assignments, starting with the most recent. (Use additional sheets if necessary.)

Employer	Telephone	<u>Dates Employed</u> From: _____ To: _____	Summarize the nature of the work performed and job responsibilities.
Address			
Starting Job Title / Final Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Telephone	<u>Dates Employed</u> From: _____ To: _____	Summarize the nature of the work performed and job responsibilities.
Address			
Starting Job Title / Final Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Telephone	<u>Dates Employed</u> From: _____ To: _____	Summarize the nature of the work performed and job responsibilities.
Address			
Starting Job Title / Final Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Telephone	<u>Dates Employed</u> From: _____ To: _____	Summarize the nature of the work performed and job responsibilities.
Address			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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?	

References List 3 character references/persons that know you well and can attest to your abilities and suitability for YMCA employment (2 employment related (supervisory level) and 1 from a family member).

Name: _____ Relationship: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ Alternate #: _____

Name: _____ Position: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ Alternate #: _____

Name: _____ Position: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ Alternate #: _____

Application Acknowledgement and Authorization

I certify that all information I have provided in order to apply for and secure work with the MetroWest YMCA is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the MetroWest YMCA's service, whenever it is discovered.

Initial _____

I expressly authorize, without reservation, the MetroWest YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered.

Initial _____

I understand upon offer of employment, the YMCA will conduct a criminal background check including child abuse registry and sexual abuse registry checks prior to and during my employment and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment.

Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser.

Initial _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, veteran's status, religious creed, national origin, sexual orientation, gender identity, ancestry or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant.

Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. **Employment with the YMCA is employment at will** which means that employees may end their employment at any time, for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

Initial _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant _____ Date _____