



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

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 apply 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: _____

Preferred YMCA Location: _____ Date Available: _____

NAME: _____ E-mail: _____

Address: _____

Street _____ City _____ State _____ ZIP _____
Telephone: Home _____ / _____ Business _____ / _____ Mobile _____ / _____

Are you 18 years of age or older? *(If not, you may be required to provide work authorization.)* **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 accommodation? **Yes**
 No

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. *(A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the offenses.)* **Yes**
 No

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 Application

Employment History				List all previous employment during the past seven years starting with the most recent. Use additional sheets if needed.	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.		
Address		To: ___/___			
Job Title		<u>Starting Hourly Rate/Salary</u>			
Immediate Supervisor and Title		\$ _____ per _____			
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.		
Address		To: ___/___			
Job Title		<u>Starting Hourly Rate/Salary</u>			
Immediate Supervisor and Title		\$ _____ per _____			
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.		
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Immediate Supervisor and Title		\$ _____ per _____			
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May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.		
Address		To: ___/___			
Job Title		<u>Starting Hourly Rate/Salary</u>			
Immediate Supervisor and Title		\$ _____ per _____			
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ 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		Please list one family member and 2 professional contacts.	
Name: _____	Occupation: _____	Years Known: _____	
Address: _____	City: _____	State: _____	Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: _____	
Name: _____	Occupation: _____	Years Known: _____	
Address: _____	City: _____	State: _____	Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: _____	
Name: _____	Occupation: _____	Years Known: _____	
Address: _____	City: _____	State: _____	Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: _____	

Application Acknowledgement and Authorization

Please read all statements, initial and sign below:

I authorize both the YMCA and persons listed (references, schools, current (unless noted) and former employers, family members 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. **Initial**_____

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. **Initial**_____

I agree to submit to legally permissible drug and/or alcohol testing upon request by the YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the YMCA storage areas provided for me (locker, desk, etc.) are open to investigation by the YMCA without prior notice to me. **Initial**_____

If I am employed by the YMCA I understand my 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. Only the CEO of the YMCA 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 YMCA. **Initial**_____

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I understand that I will be required to possess a current and valid driver's license and vehicle insurance if my position requires me to drive in the course of my work. **Initial**_____

If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the YMCA's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations. **Initial**_____

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. **Initial**_____

My signature below certifies that I have never been convicted of or reported for abuse, neglect, sexual assault, or a related charge, against a child, as defined by the Colorado Revised Statutes. Furthermore, I am aware of the Colorado Revised Statute which states that intentionally/willfully placing a child in a position of danger with intent to commit harm to said child, or placing child in a position of mistrust to include sexual misconduct with a child, is punishable by law.

I also understand the Administration Staff of the YMCA is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution and termination.

Signature: _____ Date: _____