



# Application for Employment

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. 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.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(first) (middle) (last)

Have you ever worked under another name? Yes \_\_\_ No \_\_\_ Please give name: \_\_\_\_\_  
(This information is for application background checks only)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

e-mail: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Work: \_\_\_\_\_

May we contact you at work? Yes \_\_\_ No \_\_\_

Job Information

Position applying for: \_\_\_\_\_ Date you can start: \_\_\_\_\_

What prompted you to apply here?  Advertisement  Own Accord  Referred  Employee Referral

Are you available to work weekends? Yes \_\_\_ No \_\_\_

Are you a previous applicant? Yes \_\_\_ No \_\_\_

Have you ever worked, not volunteered, at another YMCA, or here Yes \_\_\_ No \_\_\_

Are you legally able to work in the United States? Yes \_\_\_ No \_\_\_

Are you a licensed driver with a car available? Yes \_\_\_ No \_\_\_

Minimum acceptable salary: \_\_\_\_\_

Other than minor traffic violations, have you ever been convicted of a crime? Yes \_\_\_ No \_\_\_

If you answered yes, please provide details: \_\_\_\_\_

I understand that a conviction will not automatically disqualify me for employment with the YMCA of Greenwich, but the YMCA of Greenwich shall consider the nature of the conviction as it relates to the job duties in question and in light of requirement of state and federal law.

**Education and Training:**

Name and Address of:

High/Trade School \_\_\_\_\_ Date attended \_\_\_\_\_

College \_\_\_\_\_ Date attended \_\_\_\_\_

Degree \_\_\_\_\_ Major/Minor area of Study \_\_\_\_\_

Graduate School \_\_\_\_\_ Date attended \_\_\_\_\_

Degree \_\_\_\_\_ Major/Minor area of Study \_\_\_\_\_

Other Special Training Courses \_\_\_\_\_

Diploma or Certification (please specify) \_\_\_\_\_

Please list any academic honors, scholarships, memberships in honor societies, etc., which you consider significant (note: please exclude any names, titles, etc., indicating race, sex, color, national origin or religion).

Military Services? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes, please provide details of dates of service, branch and rank at discharge \_\_\_\_\_

Also list duties and special training you completed. \_\_\_\_\_

Additional qualifications, special training/education, computer or office equipment skills and/or individual capabilities you have which will prepare you for the position you have applied for \_\_\_\_\_

Professional Licensure information. List any professional certifications, registrations or licenses (e.g.: commercial motor vehicle operator's license) that you possess. **If applicable to the position you are applying for please attach a current copy of each certification/license.**

**Certification/license****Certification/License #, State and Expiration Date**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what organizations do you belong (Educational or Professional) \_\_\_\_\_

Your hobbies and recreation: \_\_\_\_\_

**Childcare/Camp Section (fill out only if applying in those areas)**

Special interests/talents in working with children: \_\_\_\_\_

Do you play any musical instruments? No \_\_\_\_\_ Yes \_\_\_\_\_

Do you like to sing? \_\_\_\_\_

What age group do you prefer to work with?    \_\_\_ Infants                    \_\_\_ Toddlers (1-2)                    \_\_\_ Preschool (3-5)  
   \_\_\_ Elementary (K-5<sup>th</sup>)                    \_\_\_ Middle School (6<sup>th</sup>-8<sup>th</sup>)**Previous Employment Information (last three employers)**

Employer \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Date(s) of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Phone \_\_\_\_\_ Supervisors Name/Title \_\_\_\_\_

Position \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Date(s) of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Phone \_\_\_\_\_ Supervisors Name/Title \_\_\_\_\_

Position \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Type of Business \_\_\_\_\_

Address \_\_\_\_\_

Date(s) of Employment \_\_\_\_\_ Salary \_\_\_\_\_

Phone \_\_\_\_\_ Supervisors Name/Title \_\_\_\_\_

Position \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**References: Please list 3 references; include two professional and one personal**

**Professional**

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Professional**

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Personal**

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**Acknowledgment**

This application is not a contract of employment in any way. All employment with the YMCA of Greenwich is on an at-will basis, unless otherwise expressly provided. No official, agent or employee of the YMCA of Greenwich is authorized to change this employment at will status. Therefore, either an employee or the YMCA of Greenwich can end the employment relationship at any time and for any reason.

By my signature below, I acknowledge that there are no misrepresentations, omissions or falsifications of any kind in the foregoing statements and answers, and that the responses I have given are true, complete and accurate to the best of my knowledge. Any misrepresentation, omission, or falsification in the foregoing statements and answers or at any time during the application process, is grounds for disqualification from employment, and if I am hired, without limiting the at-will status of my employment, grounds for immediate discharge.

I understand that the YMCA of Greenwich intends to attract the highest quality of staff available. Therefore, I recognize and hereby acknowledge that as part of the application process for employment with the YMCA of Greenwich, an extensive inquiry will be made concerning my prior employment, education, activities, character and upon a conditional offer to hire, my health. I fully consent to all such inquiries.

On that basis, by my signature below, I also authorize, and discharge from all liability, the YMCA of Greenwich and all educators, employers and references listed in this application, regardless of the furnishing of the YMCA of Greenwich with information regarding your education, employment history, and any other matter related to my application for employment. The YMCA of Greenwich will upon my request, supply a copy of this acknowledgment to any educator, employer or reference the YMCA of Greenwich contacts in regard to this application. I understand that YMCA of Greenwich reserves the right to ask all applicants to submit to a drug test and conduct all lawful background checks in connection with my application for employment, including but not limited to a credit report check and a criminal conviction history search. The YMCA of Greenwich does not condone child abuse in any form, and will seek information in my background related to the existence of any such activity. Upon my written request, the YMCA of Greenwich will provide me with the name of the appropriate agency, address and/or phone number to enable me to obtain a copy of any such report from the providing agency.

If hired, I agree to comply with all rules, regulations and policies governing employment with the YMCA of Greenwich, as currently in force and as the same may from time to time amended, deleted, revised or modified.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_