

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

Please type or print your answers so that they are plain and readable. Complete and accurate descriptions of your education, experience, abilities and background will be helpful in determining the most suitable placement for you. Please answer all questions completely. To any questions that do not apply to you write N/A. False or inaccurate answers to any questions will be just cause for dismissal.

APPLICANT NAME: _____

DATE OF APPLICATION: _____

JOB APPLYING FOR: _____



MISSION STATEMENT:

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL

Print Name _____

Present Address _____

Telephone Number _____ Social Security Number _____

Are you legally eligible for employment in the USA? Yes No

Are you 18 years or older? Yes No

In case of emergency notify:

Name _____ Address _____ Phone _____

Rate of pay Dates available
required for employment _____

EDUCATION

	Name and Location	Field of Study	Diploma or Degree	
High School			Yes	No
College or University				
Other				

GENERAL

Have you ever been convicted of a felony? Yes No

If you answered yes to the above question, describe in full: _____

PERSONAL REFERENCES

Name and Address	Relation	Telephone

JOB EXPERIENCE

Please list below all former employers starting with the most recent employer. This should include your military occupational specialty, part-time and summer work. Explain any periods of unemployment.

Date of Employment	Name, Telephone and Address of Company and Supervisor's Name	Description of work performed	Rate of Pay	Reason for Leaving

Describe any specific skills that you possess which will enhance your performance on the job for which you are applying:

I hereby authorize an Investigation of past employment, activities and statements contained in this application, and I release from all liability and responsibility all persons, companies and corporations supplying such information. I understand that such information may include a record of disciplinary action assessed by previous employers, and I release all my previous employers from any obligation to provide me with written notification of such disclosure.

Signature _____

Date _____

I hereby certify that the information given and statements made are true and correct. I understand that the Tri-State Family YMCA administers a drug/alcohol test to new or rehired employees and that a positive test result will disqualify me from consideration for employment. I further understand that the Tri-State Family YMCA may make a conditional offer of employment contingent upon an applicant or rehired employee's completion of a health appraisal to determine whether that person can perform the essential functions of the position. I understand that under such circumstances, continued employment with the Tri-State Family YMCA is contingent upon an employee being able to perform the essential functions of the job, either with or without reasonable accommodation.

Signature _____

Date _____

Statement of Job Applicant

In the Tri-State Family YMCA's efforts to attract the highest quality staff, I have been advised that as a part of the application process for employment, an extensive inquiry will be made concerning my prior employment. This inquiry will include, also, conviction criminal history information and information in my background related to child abuse. I fully consent to and authorize all such inquiries. I will provide the requested information for the sole purpose of obtaining a conviction-only criminal history file search. I understand that my continued employment is contingent upon a clean criminal history background check.

I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made concerning my background, experience, and prior employment. I waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I am considered for employment. I also release the YMCA from any liability re: sharing with third parties any child abuse information gathered in this background check or observed during my employment with the YMCA.

In the event of my employment by the Tri-State Family YMCA, I will comply with all policies set forth in the personnel manual and with other policies established from time to time by the organization. I also understand that if hired as a YMCA employee or volunteer, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, including, but not limited, to babysitting or inviting children to my home.

I understand that the YMCA will take any allegations or suspicions of child abuse seriously and will report such allegations to the police and state agencies for investigation.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely "employment at will," giving either me or the YMCA the right to terminate my employment at any time without liability or obligation except for my regular pay through the date of termination.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment. Any misrepresentation or omission of facts discovered after employment may be cause for termination of employment with the YMCA.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

Signature of Applicant

Date