



Employment Application

STRENGTHENING THE FOUNDATION OF OUR COMMUNITY

8/1/19

Thank you for your interest in the Canton Family YMCA

The YMCA is an equal opportunity employer. We do not discriminate in the recruitment, hiring or conditions of or employment based on race, color, religion, national origin, citizenship status, sex, marital status, disability, age or veteran status or any other status protected by law.

If you would like to join our 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; if you are 18 years or older.

The YMCA has a zero-tolerance policy for child abuse & neglect and we will report

Personal Information

A criminal background check is required and may be ordered in accordance with a third party, to any applicant whom a conditional offer of employment is made.

Position applying for: _____

Date of application: _____ Date Available: _____

Job(s) _____

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____

Cell/Business Phone: _____

Email Address: _____

Are you 18 of age or older? (if not you may be required to provide authorization to work) 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 for any crime, including sex-related or child abuse related 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 screen carefully to prevent abusers from being hired and we require child abuse prevention training for staff.

Employment Information

List available days and hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status: Full time Part time Seasonal As needed

If you are applying for seasonal work, will you be available during the school year? Yes No

Are you willing to work a split shift? Yes No

Have you previously been employed by the Canton Family YMCA or any other YMCA? Yes No

If yes, when and at which location(s)? _____

Do you have any relatives currently working for the Canton Family YMCA?

Or any other YMCA? Yes No

If yes, Name(s) and Relationship _____

How did you hear about the Canton Family YMCA YMCA Staff Referral YMCA Member

Advertisement School

Name of referral source: YMCA Website Walk-in

Other

Education and Training

Educational Background may be required for certain positions. (Will not automatically disqualify you)

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			__ Yes __ No __ In Progress		
College			__ Yes __ No __ In Progress		
Graduate School			__ Yes __ No __ In Progress		
Vocational/ Other			__ Yes __ No __ In Progress		

What languages do you speak and/or write fluently? _____

Describe any non-employment experience such as school or volunteer activities that might strengthen your application.

Safety and Job Specific Certifications

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

Personal References

Do not list relatives or past employers.

Name: _____ Position: _____ Years Known: _____

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

Phone #: _(____)_____ Alternate #: _(____)_____

Name: _____ Position: _____ Years Known: _____

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

Phone #: _(____)_____ Alternate #: _(____)_____

Name: _____ Position: _____ Years Known: _____

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

Phone #: _(____)_____ Alternate #: _(____)_____

Application Acknowledgement and Authorization

Please read all statements and sign below:

I authorize both the Canton Family 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 that they may supply.

I authorize the Canton Family YMCA to investigate my background for purposes of evaluating whether I am qualified for the position. I understand that the YMCA will utilize an outside firm to assist in reviewing the information. I also understand that I have the right to withhold permission and in such case, no investigation will be done, and I am disqualified.

I understand this position requires a thorough background check including but not limited to an ID trace, criminal history, sex offender registry check. I understand that if I would refuse to participate, I will not be considered for employment.

I understand that submission of an application does not guarantee employment. I understand that nothing contained in this application or in the interview process is intended to create a contract between the Company and myself. I understand that if hired as a result of this employment application, my employment may be discontinued with or without cause at either the Company's option or my option, and that employment with the Company is considered "at will." I agree that my employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. This constitutes my entire agreement with the Company during my employment. If employed, I agree to conform to the rules, regulations and policies of the Company at all times.

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 acknowledge that I have read the above statements and understand them. 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 said document (and any other document submitted such as a resume) will be cause for denial of employment or termination of employment regardless of the timing or circumstances of discovery.

Signature: _____ Date: _____

Employment History

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

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