



Employment Application

STRENGTHENING THE FOUNDATION OF OUR COMMUNITY

Thank you for your interest in the YMCA of McDonough County!

The YMCA of McDonough County is an equal opportunity employer. We do not discriminate in the recruitment, hiring or conditions of employment on the basis of 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.

Personal Information

Position applying for: _____

Date of application: _____ Date Available: _____

Job Location(s) _____
(Main Facility, YMCA Child Care Center, Y Afterschool Program, YMCA Senior Center)

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 discharged or asked to resign from a previous job? Yes No

Employment Information

List available days and hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

What is your desired salary range? _____ Per Hour Year Preferred Job Status: Full time Part time
 Seasonal As needed
 If you are a student 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 YMCA of McDonough County or any other YMCA? Yes No
 If yes, when and at which locations? _____

Do you have any relatives currently working for the YMCA of McDonough County

Or any other YMCA?

Yes No

If yes, Name(s) and Relationship _____

How did you hear about the YMCA of McDonough County?

- YMCA Staff Referral YMCA Member
 Advertisement School
 YMCA Website Walk-in
 Other

Name of referral source:

Education and Training

Educational Background

	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

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: To:	Summarize the nature of the work performed and job responsibilities.
Address			
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	

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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

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 YMCA of McDonough County 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 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 understand if this position will require working with children I would be subject to a criminal history background check. I understand that if I would refuse to participate, I will not be considered for employment.

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: _____