



# Employment Application

STRENGTHENING THE FOUNDATION OF OUR COMMUNITY 12/14/18

## 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 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.

**\*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 Location(s) \_\_\_\_\_

(Main Facility, YMCA Child Care Center, Y Afterschool Program/Y Day Camp, YMCA Senior Center, Y Bushnell Program 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? If yes, give dates and circumstances.  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 also screen carefully to prevent abusers from being hired and we require child abuse prevention training to staff.

## 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 location(s)? \_\_\_\_\_

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

## 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 authorize the YMCA of McDonough County 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> 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	
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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	

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?

