



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**



**YMCA of Catawba Valley
Employment Application**



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Application for Employment

FOR YOUTH DEVELOPMENT
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PLEASE READ BEFORE COMPLETING THIS APPLICATION

This association is an Equal Opportunity Employer and does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status.

The YMCA of Catawba Valley views protecting children and youth as an integral part of our mission. We have a zero tolerance for child abuse in our organization.

All candidates will be required to pass a criminal background check and pre-employment drug screen prior to being offered employment.

PERSONAL DATA

Name First Middle Last Phone: Home Cell

Address City State Zip

Email Address Last 4 digits of social (for Praesidium training)

Are you 18 years of age or over? Are you a veteran? Dates of Military Service:

Are you authorized to work in the United States? (If hired, you will be required to furnish proof of employment eligibility)

Names used during prior employment Maiden Name, Other Surnames, etc.

GENERAL INFORMATION

Position Applied for Branch/Location

Full-time Part-time Temporary Date available for employment

Acceptable salary range Notice required

Have you previously worked for any YMCA? If so, dates Location

Have you ever pled guilty to or been convicted of a criminal offense? If yes, please give dates and circumstances

Have you ever failed to be re-employed, ever been involuntarily discharged, fired or asked to resign a position? If yes, please give dates and circumstances

List names of relatives, friends, or acquaintances employed by this association and their relationship to you

EMPLOYMENT HISTORY List all positions you have held beginning with most recent, including self-employment and volunteer work. Attach separate sheet if needed.

Current or Last Employer _____ Employed from _____ to _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Supervisor Name and Title _____
 Job Title _____ Starting Salary _____ Current/Ending Salary _____
 Job Responsibilities _____

 Reason for Leaving _____
 May we contact this employer? Yes No
 What did you like most about this job? _____

Current or Last Employer _____ Employed from _____ to _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Supervisor Name and Title _____
 Job Title _____ Starting Salary _____ Current/Ending Salary _____
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 Job Responsibilities _____

 Reason for Leaving _____
 May we contact this employer? Yes No
 What did you like most about this job? _____

PERSONAL REFERENCES (Please include ONE relative; NO former employers)

Name	Address	Phone	Relationship to Applicant	How Long Known?

EDUCATION

Level	Name, City and State	Dates Attended	Courses or Major	Graduated?	Degree Received
High School		From To			
College		From To			
College		From To			
Trade School		From To			
Other		From To			

Are you currently in school? Yes No Expected completion date: _____

List courses you are taking: _____

If not high school graduate, have you earned General Educational Deveopment (GED) or high school equivalency? Yes No

SPECIAL SKILLS

Describe any volunteer work, other experience, interest, training, or honors received which you consider relevant to your ability to perform the position sought: _____

List all current special licenses, permits, certifications, and level or credited hours (CPR, Lifeguard, First Aid, etc.):

<u>Type</u>	<u>Level</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____

List equipment, machinery, or special skills relative to your ability to perform the functions of the position for which you are applying. Include skill level and years of experience: _____

In the YMCA of Catawba Valley's efforts to attract the highest quality staff, I have been advised that as a part of the application process for employment with the YMCA, an extensive inquiry will be made concerning my prior employment, activities, and character and I fully consent to and authorize all such inquiries.

In the event of my employment by the YMCA of Catawba Valley, I will comply with all policies set forth in the Employee Handbook and with other policies established from time to time by the organization. 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 hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment.

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 or after employment may be cause for termination of employment with the YMCA. Unless reported on a separate sheet attached, this application may be taken as a representation by me that I have never been physically or sexually abusive to any child, and know of no reason why I may constitute a threat to act in any such conduct.

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 also understand that if hired as a YMCA employee or volunteer, YMCA policy discourages fraternizing with YMCA youth members or participants outside of YMCA programs, especially baby-sitting or inviting children to my home.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely an "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 hereby acknowledge that I have read and understand the above statement and that I voluntarily sign this application.

Signature of Applicant _____

Date _____