

Penobscot Bay YMCA

Employment Application

For Youth Development, For Healthy Living, For Social Change

Thank you for your interest in the YMCA!

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, creed, religion, national origin, sex, marital status, sexual orientation, disability, age or any other status protected by law.



If you would like to join the YMCA staff 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: _____

Preferred Location: Main Branch _____ Teen Center _____ MRC _____ Rockland _____ North Haven _____

NAME: _____ E-mail: _____
Last First MI

Address: _____
Street City State ZIP

Telephone: Home _____ / _____ Business _____ / _____ Mobile _____ / _____

Are you 18 years of age or older? (If not, you may be required to provide work authorization.) 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 of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. (A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the 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, an open door for parents, unscheduled visits from supervisors, and a code of conduct for staff. We minimize opportunities for abuse to occur and talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and provide child abuse prevention training to staff.

_____ Initial

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Date Available: _____

Preferred Job Status: Full-time Part-time Seasonal As Needed

Have you previously been employed by this YMCA or any other YMCA? Yes No

If yes, when? At which locations? _____

Have you previously volunteered at this YMCA or any other YMCA? Yes No

If yes, when? At which locations? _____

Do you have any relatives or household members currently working for this YMCA? Yes No

If yes, name(s) and relationship: _____

How did you hear about this opening?

Name of referral source:

- YMCA staff referral YMCA member
 School Advertisement
 Walk-in Other _____
 YMCA website

Education & Training

Educational Background

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

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

Safety & Job Specific Certifications

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

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

Employment History

Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
Address		To: __/__/__	
Job Title	<u>Starting</u> Hourly Rate/Salary		
Immediate Supervisor and Title		\$ ____ per ____	
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
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</u> Hourly Rate/Salary		
Immediate Supervisor and Title		\$ ____ per ____	
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
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</u> Hourly Rate/Salary		
Immediate Supervisor and Title		\$ ____ per ____	
Reason for Leaving		<u>Ending</u> Hourly Rate/Salary	
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?

References List one professional /supervisor, one personal and one family member reference.

Name: _____	Relationship: _____	Years Known: _____
Address: _____	City: _____	State: _____ Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: ____/____

Name: _____	Position: _____	Years Known: _____
Address: _____	City: _____	State: _____ Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: ____/____

Name: _____	Position: _____	Years Known: _____
Address: _____	City: _____	State: _____ Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: ____/____

Application Acknowledgement and Authorization

Please read all statements and sign below:

I authorize both the 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 they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check. If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the YMCA's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examination.

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 this application or any other document submitted in connection with YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by the YMCA I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the CEO of the YMCA, no manager, supervisor or representative of the YMCA has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of the YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the YMCA.

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 that this application is only valid for the position applied for at present and that the YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: _____ Date: _____

