



Randolph YMCA

Application for Employment

Our Mission

The Randolph YMCA is a charitable, non-profit organization, dedicated to the development of mind, body and spirit. We provide physical, educational and social programs and services which meet the needs of our community in a manner which is both fiscally and socially responsible.

Position(s) being applied for: _____

** Notice to Applicants **

The YMCA maintains a "zero tolerance" for child abuse and/or substance abuse.

Criminal background check and other federal or state screenings for child abuse will be conducted.

Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws. Reasonable accommodations will be made for applicants with disabilities and qualified new hires.

Please type or print. Application must be completely filled out in order to be considered.

Personal Data

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ State _____ Zip _____

Email Address _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

Have you previously worked for any YMCA? Yes No If yes, when _____

YMCA Name & Address _____

Are you 18 years of age or older? Yes No If not, you will be required to furnish working papers upon hire.

Do you have any pending charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense or other violation of law? Do not include convictions that have been annulled, expunged or sealed by a court?

No Yes, detail _____

Offenses against persons or family, or public indecency?

No Yes, detail _____

Answering "yes" to these questions does not constitute an automatic bar to employment but will be considered in relation to the position sought.

Employment Availability

What type of position are you applying for: Full time Regular Part-time Seasonal Other

When are you available (check all that apply)? Available start date? _____

Mornings Days Evenings Late Evenings Weekends

Any restrictions to work hours? _____ Salary Desired: \$ _____

Employment & Volunteer History

Employer _____ Telephone (____) _____ Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/Salary Starting \$ _____ per	
Immediate supervisor and title _____		
Reason for leaving _____	Hourly Rates/Salary Final \$ _____ per	

Employer _____ Telephone (____) _____ Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
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Reason for leaving _____	Hourly Rates/Salary Final \$ _____ per	

Non-employment Record

Include explanation of all lapses in employment on preceding page.

From		To		Reason
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Education

School Name & Address (high school, college, trade)	Major Course or Degree Program	Diploma/Degree Received

References

List at least three references/persons that know you well and can attest to your abilities and suitability for YMCA employment (one reference must be a family member).

Name	Phone Number	Relationship to you	Years Known
1.			
2.			
3.			

Additional Information

Do you hold current CPR certification? Yes No
 Expiration: _____

Do you hold current first aid certification? Yes No
 Expiration: _____

Do you hold current lifeguarding certification? Yes No
 Expiration: _____

Other relevant certifications held:

Type: _____ Expiration: _____
 Type: : _____ Expiration: _____

How did you find us? (if applicable) <input type="checkbox"/> Walk-in <input type="checkbox"/> Signs at Center <input type="checkbox"/> Web Page <input type="checkbox"/> Referral <input type="checkbox"/> Advertisement <input type="checkbox"/> Relative <input type="checkbox"/> Employee <input type="checkbox"/> Private Employment Agency <input type="checkbox"/> Other _____
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Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the YMCA is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the YMCA's service, whenever it is discovered. **Initial** _____

I expressly authorize, without reservation, the YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview.

I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. **Initial** _____

I understand upon offer of employment, the YMCA will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment. **Initial** _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. **Initial** _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant. **Initial** _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. Employment with the YMCA is employment at will which means that employees may end their employment at any time, for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause. **Initial** _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Do not sign until you have read and initialed the above statements

Signature of Applicant

Date

Signature of Parent if applicant is under 18 years of age

Date

Parent's Name (Please Print):

FOR YMCA USE ONLY:

Date Received: _____ Date Contacted: _____

Referred to: _____ Date: _____

Referred to: _____ Date: _____

Notes/Comments: _____