



Valley Shore YMCA

APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment thoroughly. Be sure to write legibly.

PERSONAL INFORMATION

NAME: Please PRINT or TYPE	Home Telephone No. ()	Cell Phone No. ()
ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at present address?
Email Address (Please write clearly)		
Can you, after employment, submit verification of your legal right to work in the United States?		YES NO
Are you over 18? (If not, you may be required to provide work authorization).		YES NO
If hired, do you have a reliable means of transportation to get to work?		YES NO

EMPLOYMENT DESIRED

Type of POSITION desired:	Date Available to Start	
List Available days/hours Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____		
Preferred Job Status Full Time Part Time Seasonal Fill In/As Needed		
Have you previously been employed by this YMCA or any other YMCA? YES NO If yes, when? At which location?	Have you previously volunteered at this YMCA or any other YMCA? YES NO If yes, when? At which location?	
How were you referred to the YMCA of _____: Advertisement Employee Referral Walk-In Agency Other (please specify below) (Please identify source below) _____ Name of Employee _____		

EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended From To	Graduate? (Yes/No)	What Degree	Major Subject/ Total Hours (if applicable)
Elementary				
High School				
College/University				
College/University				
Highest Degree Earned				
(Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate				
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills below.				
Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.				
Describe any non-employment experience such as school or volunteer activities that might strengthen your application:				

U.S. MILITARY SERVICE DATA

Branch:
List Special Training or Skills:

SAFETY & JOB SPECIFIC CERTIFICATIONS

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

EMPLOYMENT HISTORY

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST		PERSONNEL USE ONLY
Company Name		
Dates of Employment From (Mo/Yr) To (Mo/Yr)		
Address (Include Street, City, State, Zip Code)		
Job Title-Start	Job Title-Final	
Supervisor (Name & Title)		
May we contact this employer? YES NO Phone No. () ____ - ____		
Description of Job Duties		

Company Name		
Dates of Employment From (Mo/Yr) To (Mo/Yr)		
Address (Include Street, City, State, Zip Code)		
Job Title-Start	Job Title-Final	
Supervisor (Name & Title)		
May we contact this employer? YES NO Phone No. () ____ - ____		
Description of Job Duties		

Company Name		
Dates of Employment From (Mo/Yr) To (Mo/Yr)		
Address (Include Street, City, State, Zip Code)		
Job Title-Start	Job Title-Final	
Supervisor (Name & Title)		
May we contact this employer? YES NO Phone No. () ____ - ____		
Description of Job Duties		

Attach more if needed. We are looking for complete employment history within last 10 years.

PROFESSIONAL/WORK/SCHOOL/PERSONAL REFERENCES

The Valley Shore YMCA will require a minimum of 3 references before you will be considered for a position on our team. One of the references must be a family member. We use a third party reference check company called Checkster to collect employment and personal references. After selection and completion of a job interview you may receive an email from Checkster to forward to your references. We recommend that you begin collecting reference sources for at least 7 people that will be able to provide timely online replies.

PRE-EMPLOYMENT CERTIFICATION

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 and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check and sex offenders registration. _____ (Initial)

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. _____ (Initial)

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefrom. _____ (Initial)

If employed by the YMCA I will abide by Association policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work. _____ (Initial)

I agree to submit to legally permissible drug and/or alcohol testing upon request by the YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the YMCA storage areas provided for me (locker, desk, etc.) are open to investigation by the YMCA without prior notice to me. _____ (Initial)

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. _____ (Initial)

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

Applicant Signature

Date of Application

Statement of Job Applicant

In the efforts of the Valley Shore YMCA to attract the highest quality staff and to protect children and adults served from all forms of abuse, I have been advised that as part of the application process for employment, an extensive inquiry will be made concerning my prior employment, activities, character and health. This inquiry will include criminal history information and information on my background related to child abuse. I fully consent to and authorize all inquiries.

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 waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I am considered for employment. I also release the YMCA from any liability re: sharing with third parties any child abuse information gathered in this background check or observed during my employment with the Valley-Shore YMCA.

In the event of my employment by the Valley-Shore YMCA, I will comply with all policies set forth in the personnel manual and with other policies established from time to time by the organization. I also understand that if hired as a YMCA employee or volunteer, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, including, but not limited to babysitting or inviting children to my home.

I understand that all YMCA staff will share concerns about suspicious or inappropriate behavior with management staff. 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 understand that my continued employment is contingent upon (1) authorizing regular criminal history background checks and (2) notifying my employer of any criminal complaints against me while employed. These policies are consistent with child abuse prevention practices and maintaining the reputation of my employer.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely "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 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 discovered after employment may be cause for termination of employment with the Valley-Shore YMCA.

I hereby acknowledge that I have read and understood the above statement and I voluntarily sign this application.

Signature of Applicant

Date