



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



Employment Application

Personal Information

Position Applying For: _____ **Today's Date:** _____ **When Can You Start?:** _____

Name: Last _____ First _____ MI _____

Address: Street _____ City _____ State _____ Zip _____

Telephone: Home: (____) _____ Mobile: (____) _____ **Email:** _____

Emergency Contact: _____ **Phone:** _____

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? Yes No

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.)

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 minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired.

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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

Have you previously been employed by this YMCA or any other YMCA?

If yes, when and where? _____

Have you previously volunteered at this YMCA or any other YMCA?

If yes, when and where? _____

Do you have any relatives or household members currently working for this YMCA?

If yes, name(s) and relationship: _____

What is your desired wages / salary range? _____

- YMCA Staff referral
- YMCA Member
- School
- Advertisement
- Walk-In
- Other _____
- YMCA website

How did you hear about this opening?

Name of referral source: _____

Employment History

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

Employer	Date Employed		Hour Rate / Salary	
Address	From	To	Starting	Final
Telephone				
Job Title	Work Performed			
Supervisor				
Reason for leaving		May we Contact? Yes ___ No ___		
Employer	Date Employed		Hour Rate / Salary	
Address	From	To	Starting	Final
Telephone				
Job Title	Work Performed			
Supervisor				
Reason for leaving		May we Contact? Yes ___ No ___		
Employer	Date Employed		Hour Rate / Salary	
Address	From	To	Starting	Final
Telephone				
Job Title	Work Performed			
Supervisor				
Reason for leaving		May we Contact? Yes ___ No ___		
Employer	Date Employed		Hour Rate / Salary	
Address	From	To	Starting	Final
Telephone				
Job Title	Work Performed			
Supervisor				
Reason for leaving		May we Contact? Yes ___ No ___		

Comments: Include explanation of any gaps in employment:

Personal References

Please only list one relative.

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: (____) _____ Alternate #: (____) _____

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: (____) _____ Alternate #: (____) _____

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City, State, Zip: _____

Email: _____ 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.

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 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.

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

Signature: _____ Date: _____

FOR OFFICE USE ONLY:

Date Application Received: _____

Staff That Received Application: _____

Application Given To: _____

Reviewed By: _____

Norfolk Family YMCA

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Www.norfolkymca.org