



We build strong kids
strong families, strong communities.

YOUNG MEN'S CHRISTIAN ASSOCIATION OF GLOUCESTER COUNTY APPLICATION FOR EMPLOYMENT (EQUAL OPPORTUNITY EMPLOYER)

PLEASE READ BEFORE COMPLETING THIS APPLICATION

This association 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. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates you meet all minimum qualifications required for the position for which you are applying.

(ANSWER ALL QUESTIONS COMPLETELY)

PERSONAL DATA

Name _____ Date _____
Last First Middle

Current Address _____ PHONE: Home: _____ / _____
Street City Zip Cell: _____ / _____

Last Previous Address _____ to _____
Street City Zip Dates living at this address

List other cities, counties and states where you have lived/worked:

City	County	State	Number of Years	City	County	State	Number of Years
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Are you 18 years of age, or older? Yes No Are you a veteran? Yes No
(If you are hired, you will be required to furnish proof of your employment eligibility.) _____
If Yes, Date of Military Service

Other names used during prior employment _____
Maiden Name, Other Surnames, Etc.

GENERAL

Applying for position as _____ Acceptable Rate of Pay _____
 Full-time Part-time Temporary Date available _____

If applying for seasonal work, are you available to work during the school term? Yes No

Have you previously applied for employment for any YMCA? Yes No Worked for any YMCA? Yes No

If so, when? _____ Location _____

How were you referred to YMCA? Employee Advertisement School Drop in Agency Other

Name of referral source indicated above _____

Have you failed to be reemployed, ever been involuntary discharged, fired or asked to resign a position?

Yes No If yes, give date and circumstances _____

Have you ever been convicted of, or pleaded guilty or "no contest" to, any criminal offense? Yes No

If you answered "Yes," give dates, places, and details:

EMPLOYMENT

LIST ALL POSITIONS YOU HAVE HELD, BEGINNING WITH YOUR MOST RECENT. INCLUDE SELF-EMPLOYMENT AND VOLUNTEER WORK.

Current, or last, employer _____ Employed from _____ to _____
Street address _____ Rate at start _____ to _____
City _____ State _____ Zip _____ Telephone _____ / _____
Name of your direct supervisor _____ Your title _____
Briefly describe your responsibilities: _____

Any experience with children? Yes No If yes, please give description:
Number of Children _____ Age group _____ Sex: Male Female Both
Any experience supervising staff? Yes No If yes, describe
Reason(s) for terminating, or considering a change _____
May we contact this employer while we are considering your application? Yes No

Current, or last, employer _____ Employed from _____ to _____
Street address _____ Rate at start _____ to _____
City _____ State _____ Zip _____ Telephone _____ / _____
Name of your direct supervisor _____ Your title _____
Briefly describe your responsibilities: _____

Any experience with children? Yes No If yes, please give description:
Number of Children _____ Age group _____ Sex: Male Female Both
Any experience supervising staff? Yes No If yes, describe
Reason(s) for terminating, or considering a change _____
May we contact this employer while we are considering your application? Yes No

Current, or last, employer _____ Employed from _____ to _____
Street address _____ Rate at start _____ to _____
City _____ State _____ Zip _____ Telephone _____ / _____
Name of your direct supervisor _____ Your title _____
Briefly describe your responsibilities: _____

Any experience with children? Yes No If yes, please give description:
Number of Children _____ Age group _____ Sex: Male Female Both
Any experience supervising staff? Yes No If yes, describe
Reason(s) for terminating, or considering a change _____
May we contact this employer while we are considering your application? Yes No

Are you presently in school? Yes No If yes, give expected completion date _____
List courses you are taking _____

If not a high school graduate, indicate highest grade completed _____
If not a high school graduate, have you earned a General Educational Development (GED) or high school equivalency?
Yes No

THE YMCA'S POSITION ON THE NATION-WIDE PROBLEM OF CHILD ABUSE

THE YMCA ENDORSES AND ENFORCES ITS POLICIES AND PRACTICES TO PREVENT CHILD ABUSE

Our first priority in all youth programs is care and safety. We make an active and, we believe, effective effort to prevent child abuse, verbal, physical, emotional or sexual.

The YMCA goals are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support and care.

Allegations or suspicions of child abuse are taken very seriously by the YMCA and will be reported to the State for investigation and the YMCA will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extent under the laws of this State.

All candidates will be subject to a thorough background investigation to screen out molesters which may include, but are not limited to, checking the following:

- References of past employers
- Personal references
- Military records
- Volunteer organization history
- Periodic interviews with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary.
- Civic involvement
- Criminal background history
- Personal characteristics/activities
- Psychological testing

STAFF CODE OF ETHICS

1. Staff will not verbally, physically, emotionally, or sexually abuse a child.
2. Staff will not be alone with children except with prior approval of senior management or in an emergency.
3. Staff will not use profanity in the presence of children, parents, participants, or other staff.
4. Staff will not display intimate affection towards others in the presence of children, parents or other participants.
5. Staff will not accept gifts or money from children, parents or other participants, nor will staff give gifts or money to children, parents or participants.
6. Staff/volunteers will not socialize, associate, or provide services (such as babysitting, private lessons, etc.) for program participants under the age of 18 years outside of YMCA activities. There will be no exceptions unless individually approved by the General Director.
7. Staff will report any suspected abuse or neglect of a child to the NJ Division of Youth and Family Services and law enforcement agencies, required by NJ State law.
8. Staff will, at times, portray a positive role model for children and member's quests by demonstrating respect, loyalty, patience, courtesy, tact, and maturity.
9. Staff will treat all people, regardless of age, race, religion, ethnicity, gender, or disability with respect, compassion and kindness.
10. Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement, and redirection.
11. Staff will never leave a child unsupervised.
12. Staff will appear clean, neat and appropriately dressed.
13. Staff will not attend work with physical or psychological conditions that might adversely affect people's health or safety.
14. Staff will not use tobacco products during working hours in the presence of children or parents on Y premises.
15. Staff will not use, possess, or be under the influence of alcohol or illegal drugs during working hours.

I have read and understand "The YMCA's position on the Nation-wide Problem of Child Abuse" and the Staff Code of Ethics. I understand that any violation of the Code of Ethics may result in termination. Being fully aware of the matters contained in this Staff Code of Ethics, I still desire consideration for employment by the YMCA.

Applicant/Employee _____ Date _____

COMPLETE IF APPLYING TO WORK WITH CHILDREN

Why do you want to work with and care for children? _____

With what age group or sex do you prefer to work? Why? _____

What is your philosophy about discipline? _____

What do you do when you are upset or angry about something? _____

Are you a pedophile or child abuser? Yes No

Have you ever been accused of being a pedophile or child abuser? Yes No If yes, please explain.

Other than through employment how are you involved with children? _____

List the 3 greatest strengths and the 3 most difficult problems you have in working with children.

GREATEST STRENGTHS

1. _____

2. _____

3. _____

MOST DIFFICULT PROBLEMS

1. _____

2. _____

3. _____

EDUCATION		PRINT NAME, CITY AND STATE FOR EACH SCHOOL LISTED	DATES	TYPE OF COURSE OR MAJOR	GRAD- UATED?	DEGREE RECEIVED
High School			From _____			
			To _____			
College			From _____			
			To _____			
Trade, Bus., Night or Corres.			From _____			
			To _____			

PERSONAL REFERENCES (Not Employers)

List four references. Must include one relative. At least one reference must be male and one reference female.

NAME AND HOME ADDRESS	FIRM NAME/ADDRESS, IF APPLICABLE	PHONE NUMBERS	KNOW IN WHAT CAPACITY? (friend, pastor, etc.)	HOW LONG KNOWN?

LIST BELOW THE NAMES OF RELATIVES, FRIENDS OR ACQUAINTANCES EMPLOYED BY THIS ASSOCIATION AND THEIR RELATIONSHIP TO YOU.

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Give dates and explanation of any gaps in your employment history:

SPECIAL SKILLS

Describe any volunteer work, other experience, interest, training, or honors received in connection with your service to any organizations which you consider relevant to your ability to perform the job sought. _____

Provide copies and list all current special license(s), permit(s), certification(s) and level or credited hours. (CPR, lifeguard, First Aid, etc.)

Type	Level	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify the information provided on this application is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the YMCA, its affiliates and their representatives to investigate all information given and secure additional job-related information, if necessary.

I authorize an investigative report to be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. This information may include, but is not limited to, verification of previous employment and employment references, verification of education including requests for transcripts, credit reports, motor vehicle driving records and criminal reports, etc. I hereby release from all liability or responsibility all persons, companies, organizations or corporations furnishing such information.

I also understand that any misrepresentations or omission of a material fact on my application may be justification for refusal of employment, or if employed, dismissal without advance notice.

I hereby certify that the information on this application is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the YMCA (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the YMCA. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the association may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the YMCA, my compensation, hours of employment and all other terms and conditions of employment and all other terms and conditions of employment are subject to modification or change by the YMCA's discretion.

I authorize the YMCA to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in the YMCA's policy manual or other communications distributed to employees, and understand a condition of my continued employment will be my compliance with the YMCA's controlled substance abuse and testing policy. I have read, understand and support the YMCA's position on the problem of child abuse.

I understand that beginning and continuing employment at the YMCA depends, in part, on the following:

1. Passing a drug screen and/or physical examination, if requested by the YMCA, to be given by a doctor, nurse, or medical facility selected by the YMCA.
2. Satisfying the YMCA's requirements concerning:
 - A. My driving record
 - B. My criminal history record,
 - C. Reference checks
 - D. Documents required by law.

I understand that as long as my employment with the YMCA lasts, the YMCA may repeat any or all of the above requirements at any time.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above statements and accept the same as a condition of my employment with the YMCA.

Signature of Applicant _____ Date _____

YMCA of the USA

Child Abuse Prevention Training for Front-Line Staff

Code of Conduct (for Gloucester County YMCA Staff and Volunteers)

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Rest-room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children in any way, including
 - physical abuse—striking, spanking, shaking, slapping, and so on;
 - verbal abuse—humiliating, degrading, threatening, and so on;
 - sexual abuse—touching or speaking inappropriately;
 - mental abuse—shaming, withholding kindness, being cruel, and so on;
 - neglect—withholding food, water, or basic care.

No type of abuse will be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns, and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Staff will respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.
9. Staff will respect children's rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10. Staff will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
11. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian written parent authorization on file with the YMCA).
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

I understand that any violation of this Code of Conduct may result in termination.

Employee or volunteer signature	Date
Supervisor signature	Date