

YMCA of Gloucester County EMPLOYMENT APPLICATION

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 race, color, religion, national origin, sex, disability, age or any other status protected by law. If you would like to apply to join the YMCA staff team, please complete the application below. Be sure to write legibly. The application must be completed in full. Please include 3 references (can not be relatives or past employers). See attached forms Do not leave any spaces blank or write "see resume" in response to any question. Read and sign the last page of the application. 	Position Applying For		
Personal Information			
NAME:	E-mail:State	ZIF	
Telephone: Home/ Business/			
Emergency Contact:			
Are you 18 years of age or older? (If not, you may be required to provide work autho	rization.)		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 accommodation?	without reasonable		Yes No
Have you ever been convicted of a crime, pled no contest, or had adjudication withhe date, location, charges and a complete explanation of all offenses. (A conviction will r 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 prev	ent 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 and we provide child abuse prevention training to staff.

Employment In	formation					
List available days /	hours:					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Preferred Job Status:	🗆 Full-time 🛛	Part-time 🗆 Sea	sonal 🗆 As Need	led		
Have you previously	been employed by	this YMCA or any o	ther YMCA?		Yes	□ No
If yes, when? At wh	ich locations?					
Have you previously	volunteered at thi	s YMCA or any other	YMCA?		Yes	□ No
If yes, when? At wh	ich locations?					
Do you have any rela	atives or household	d members currently	working for this	YMCA?	🗆 Yes	□ No
If yes, name(s) and	d relationship:					
How did you hear ab Name of referral sour				YMCA staff referral School	Advertis	
				Walk-in YMCA website	🗆 Other	

Education & Training

Educational	l Background				
	Name of School	City, State	Diploma Awarded	Degree	Major
□ High School □ GED			YesNoIn Progress		
College			YesNoIn Progress		
Graduate School			YesNoIn Progress		
Vocational/ Other			 Yes No In Progress 		
Describe any no	n-employment experie	ence such as school or vol	unteer activities that m	night strengthe	In your application:
	b Specific Certific				
Type (CPR, First	. Aid, CDA, etc.)	Provider	Level		Expiration
					±

	ll previous employr recent. Use additio			even years starting with the
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	
		¢	per	
Immediate Supervisor and Title		₽_	<u>Endina</u> Hourly	
Reason for Leaving			Rate/Salary	
May we contact this employer?		\$_		
Employer	Telephone /		<u>Dates Employed</u> From:/	Summarize the nature of the work performed and job responsibilities.
			To:/	
Address			Starting Hourly	
Job Title			Rate/Salary	
Immediate Supervisor and Title		\$_	per	
			<u>Ending</u> Hourly Rate/Salary	
Reason for LeavingMay we contact this employer?	Yes 🗆 No	¢	per	
	Telephone	Ψ_	Dates Employed	Summarize the nature of the work
Employer	/		From:/	performed and job responsibilities.
Address			To:/	
Job Title			<u>Starting</u> Hourly Rate/Salary	
		\$_	per	
Immediate Supervisor and Title			Ending Hourly	
Reason for Leaving			Rate/Salary	
-,	☐ Yes ☐ No Telephone	\$_	per Dates Employed	Summarize the nature of the work
Employer	/		From:/	performed and job responsibilities.
Address			To:/	
Job Title			<u>Starting</u> Hourly Rate/Salary	
		¢		
Immediate Supervisor and Title		⇒_	per	
Peacon for Logving			<u>Ending</u> Hourly Rate/Salary	
Reason for Leaving		\$_	per	
May we contact this employer?	Yes 🛛 No nent history:			
What other business experience, person	al experience or training	na ha	ave you had that may	have prepared you for this position?

Personal References Do not list relatives or past employers. _____ Occupation: _____ Years Known: _____ Name: _____ City: _____ State: ____ Zip: _____ Address: Phone: / Alternate :_____/ E-mail: _____ Occupation: _____ Years Known: Name: State: Zip: City: Address: Phone: / _____/ Alternate #: _____/_____ E-mail: Occupation: Years Known: Name: _____ City: _____ State: ____ Zip: _____ Address: _____ Phone: / ____ Alternate#:____/ E-mail:

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, 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: _____



YMCA OF GLOUCESTER COUNTY REFERENCE CHECK 1

Applicant's Name: First M.I.	Last	Pos	sition App	lied For	
Reference Name: First	Last	Pho			
Please answer all questions as cor	npletely as you	can to su	pport a 1	air selection pro	cess.
1. How long have you known the app	olicant?	years	r	nonths	
2. What is your relationship? 🗆 Sup	ervisor or employ	yer 🗆 Frie	end or nei	ghbor	
□ Co-1	worker 🛛 Teach	ier 🗆 Oth	er		
76	·				
If you are or were the applicant's supe			-	this section.	
Applicant's job title					
Your job title					
Dates of applicant's employment (MM/					-
Reason applicant left employment					
Is the applicant eligible for rehire? \Box	No 🗆 Yes				
If no, please explain:					
Briefly describe the duties the applicar	nt performed.				
3. How would you rate the applicant					
Reliability/dependability				Poor	
Ability to work with others	Excellent	□ Good	🗆 Fair	🗆 Poor	
Productivity	Excellent			🗆 Poor	
Quality of work	Excellent	□ Good	🗆 Fair	🗆 Poor	
Communication skills	Excellent	□ Good	🗆 Fair	🗆 Poor	
Judgment in normal circumstance	s 🗆 Excellent	□ Good	🗆 Fair	🗆 Poor	
Judgment under pressure or stres	s 🗆 Excellent	□ Good	🗆 Fair	🗆 Poor	
4. How would you describe the applic	cant's character a	and his or h	ner capab	ility to work effecti	vely
with others?					
5. How would you describe the applic	cant's capacity to	be respon	sible, foll	ow rules, and work	
independently?					

 7. What are the applicant's greatest needs for development and improvement? 8. Have you observed any problems surrounding the applicant? Are you aware of significat complaints from staff, parents, customers, members, or others? No □ Yes If yes, please explain:	
complaints from staff, parents, customers, members, or others? No No Yes If yes, please explain: 20. Is there a reason that you would recommend not hiring this person? No No Yes If yes, please explain: 20. To the extent of your knowledge, describe the applicant's roles in working with children, example, coaching, youth organizations, schools, etc. How does this applicant relate to children? 11. Have you observed the applicant in situations where a child or children broke rules or misbehaved? If so, how did the applicant handle these situations? 12. Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed 13. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe No Yes If yes, please explain: Also the applicant is not suited for work with children? No Yes If yes, please explain: Reference checked by Date	
 D. Is there a reason that you would recommend not hiring this person? No Yes If yes, please explain:	ficant
□ No □ Yes If yes, please explain: □ To the extent of your knowledge, describe the applicant's roles in working with children, example, coaching, youth organizations, schools, etc. How does this applicant relate to children? □ In the extent of your knowledge, describe the applicant's roles in working with children, example, coaching, youth organizations, schools, etc. How does this applicant relate to children? □ In the extent of your knowledge, describe the applicant handle these situations? 12. Please rate the applicant's interaction skills with children and teens. □ Excellent □ Good □ Fair □ Poor □ Have not observed 13. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe □ No □ Yes If yes, please explain:	
CHILD INVOLVEMENT HISTORY. 10. To the extent of your knowledge, describe the applicant's roles in working with children, example, coaching, youth organizations, schools, etc. How does this applicant relate to children? 11. Have you observed the applicant in situations where a child or children broke rules or misbehaved? If so, how did the applicant handle these situations? 12. Please rate the applicant's interaction skills with children and teens. Excellent Good Good Fair Poor Have not observed 13. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe No Yes If yes, please explain:	
CHILD INVOLVEMENT HISTORY. ID. To the extent of your knowledge, describe the applicant's roles in working with children, example, coaching, youth organizations, schools, etc. How does this applicant relate to children? II. Have you observed the applicant in situations where a child or children broke rules or misbehaved? If so, how did the applicant handle these situations? II. Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed II. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe No Yes If yes, please explain: If yes, please explain: Reference checked by Date	
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misbehaved? If so, how did the applicant handle these situations? 12. Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed 13. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe No Ives If yes, please explain: 14. Is there any reason the applicant is not suited for work with children? No Reference checked by	
 2. Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed 3. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe No Yes If yes, please explain: 4. Is there any reason the applicant is not suited for work with children? No Yes If yes, please explain: Leference checked by Date/_/ 	or
 □ Excellent □ Good □ Fair □ Poor □ Have not observed 3. In the time you have known the applicant, did you observe anything that would cause y be uncomfortable about recommending him or her for a position working with young pe □ No □ Yes If yes, please explain:	
be uncomfortable about recommending him or her for a position working with young pe No Yes If yes, please explain:	
If yes, please explain:	•
If yes, please explain:	
leference checked by Date/	/es
(pine hand)	
ignature	



YMCA OF GLOUCESTER COUNTY REFERENCE CHECK 2

Applicant's Name: First	t M.I.	Last	Pos	ition App	lied For	
Reference Name: First			(Pho			
Please answer all qu	-				air selection pro	
		fictory us you		pport a	an selection pro	
1. How long have yo	u known the appli	cant?	years	r	nonths	
2. What is your relat	ionship? 🛛 Super	visor or employ	/er 🗆 Frie	end or nei	ighbor	
	🗆 Co-wo	orker 🗆 Teach	er 🗆 Oth	er		
If you are or were the	applicant's superv	visor or emplov	er, please (complete	this section.	
Applicant's job title				-		
Your job title						
Dates of applicant's er						
Reason applicant left e						
Is the applicant eligibl						
If no, please explain:_						
Briefly describe the du						
		performed.				
-	te the applicant in	-				
Reliability/depend	ability k with others				□ Poor □ Poor	
Productivity	k with others	\Box Excellent			Poor	
Quality of wo	rk	\Box Excellent				
Communication sl		Excellent	□ Good	🗆 Fair	🗆 Poor	
Judgment in norm	al circumstances	Excellent	□ Good	🗆 Fair	🗆 Poor	
Judgment under p	pressure or stress	Excellent	□ Good	🗆 Fair	🗆 Poor	
4. How would you de	escribe the applica	nt's character a	and his or h	ner capab	ility to work effect	ivelv
with others?					,	,
-	escribe the applica	nt's capacity to	be respon	sible, foll	ow rules, and wor	k
independently?						

 7. What are the applicant's greatest needs for development and improvement? 	6.	What are the applicant's strengths?
complaints from staff, parents, customers, members, or others? No Yes If yes, please explain: 2. Is there a reason that you would recommend not hiring this person? No Yes If yes, please explain: 2. Sthere a reason that you knowledge, describe the applicant's roles in working with children, for example, coaching, youth organizations, schools, etc. How does this applicant relate to children? 1. Have you observed the applicant in situations where a child or children broke rules or misbehaved? If so, how did the applicant handle these situations? 12. Please rate the applicant's interaction skills with children and teens. Excellent Good Good Fair Poor Have not observed Have not observed 13. In the time you have known the applicant, did you observe anything that would cause you to be uncomfortable about recommending him or her for a position working with young people No Yes If yes, please explain: 14. Is there any reason the applicant is not suited for work with children? No Yes If yes, please explain: 2. Quict name) Date//	7.	What are the applicant's greatest needs for development and improvement?
 Is there a reason that you would recommend not hiring this person? No 'Yes If yes, please explain:	3.	
□ No □ Yes If yes, please explain:		□ No □ Yes If yes, please explain:
CHILD INVOLVEMENT HISTORY. 10. To the extent of your knowledge, describe the applicant's roles in working with children, for example, coaching, youth organizations, schools, etc. How does this applicant relate to children?	€.	Is there a reason that you would recommend not hiring this person?
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 10. To the extent of your knowledge, describe the applicant's roles in working with children, for example, coaching, youth organizations, schools, etc. How does this applicant relate to children? 11. Have you observed the applicant in situations where a child or children broke rules or misbehaved? If so, how did the applicant handle these situations? 12. Please rate the applicant's interaction skills with children and teens. □ Excellent □ Good □ Fair □ Poor □ Have not observed 13. In the time you have known the applicant, did you observe anything that would cause you t be uncomfortable about recommending him or her for a position working with young people □ No □ Yes If yes, please explain:	ні	LD INVOLVEMENT HISTORY.
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Excellent Good Fair Poor Have not observed In the time you have known the applicant, did you observe anything that would cause you to be uncomfortable about recommending him or her for a position working with young people No Yes If yes, please explain:	2	
be uncomfortable about recommending him or her for a position working with young people No Yes If yes, please explain: 14. Is there any reason the applicant is not suited for work with children? If yes, please explain:	. 2.	
If yes, please explain:	L3.	In the time you have known the applicant, did you observe anything that would cause you to be uncomfortable about recommending him or her for a position working with young people?
If yes, please explain:		□ No □ Yes If yes, please explain:
Leference checked by Date//	.4.	Is there any reason the applicant is not suited for work with children? \Box No \Box Yes
(print name)		If yes, please explain:
DIGITATOLE	lefe	



YMCA OF GLOUCESTER COUNTY REFERENCE CHECK 3

	1					
Applicant's Name: First	M.I.	Last	Pos	ition App	lied For	
Reference Name: First			(Pho			
Please answer all questio					iair coloction r	racacc
Please answer all questio	ns as comp	letely as you	can to su	pport a i	air selection p	rocess.
1. How long have you know	wn the applic	ant?	years	r	nonths	
2. What is your relationshi	p? 🗆 Superv	visor or employ	/er 🗆 Frie	end or nei	ighbor	
		rker 🗆 Teach	er 🗆 Oth	er		
TC		·		1 - 1 - 1 - 1		
If you are or were the applic	-			-	this section.	
Applicant's job title						
Your job title						
Dates of applicant's employr						
Reason applicant left employ						
Is the applicant eligible for r						
If no, please explain:						
Briefly describe the duties th	ie applicant p	performed.				
3. How would you rate the	applicant in	regard to the	following q	ualities?		
Reliability/dependability		Excellent	□ Good	🗆 Fair	□ Poor	
Ability to work with	others					
Productivity		Excellent			Poor	
Quality of work Communication skills		Excellent			Poor	
	umetancoc	Excellent	□ Good	□ Fair □ Fair	□ Poor □ Poor	
Judgment in normal circ Judgment under pressu		Excellent Excellent	□ Good □ Good	□ Fair	Poor	
Judgment under pressu						
 How would you describe with others? 	the applican	nt's character a	and his or h	ner capab	ility to work effe	ectively
5. How would you describe	the annlicar	nt's canacity to	he resnon	sihle foll	ow rules and w	ork
independently?			berespon	51016, 1011		UIK

	What are the applicant's strengths?
7.	What are the applicant's greatest needs for development and improvement?
8.	Have you observed any problems surrounding the applicant? Are you aware of significant complaints from staff, parents, customers, members, or others?
	□ No □ Yes If yes, please explain:
9.	Is there a reason that you would recommend not hiring this person?
	□ No □ Yes If yes, please explain:
сні	ILD INVOLVEMENT HISTORY.
10.	• To the extent of your knowledge, describe the applicant's roles in working with children, for example, coaching, youth organizations, schools, etc. How does this applicant relate to children?
11.	. Have you observed the applicant in situations where a child or children broke rules or misbehaved? If so, how did the applicant handle these situations?
	misbehaved? If so, how did the applicant handle these situations?
12.	misbehaved? If so, how did the applicant handle these situations? Please rate the applicant's interaction skills with children and teens.
12.	 misbehaved? If so, how did the applicant handle these situations? Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed In the time you have known the applicant, did you observe anything that would cause you terms.
12. 13.	 misbehaved? If so, how did the applicant handle these situations? Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed In the time you have known the applicant, did you observe anything that would cause you t be uncomfortable about recommending him or her for a position working with young people
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12. 13. 14.	 misbehaved? If so, how did the applicant handle these situations? Please rate the applicant's interaction skills with children and teens. Excellent Good Fair Poor Have not observed In the time you have known the applicant, did you observe anything that would cause you t be uncomfortable about recommending him or her for a position working with young people No Yes If yes, please explain: Is there any reason the applicant is not suited for work with children? No Yes