



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

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 of 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:

Date Available:

Personal Information

NAME: _____ E-mail: _____
Last First MI
Address: _____
Street City State ZIP
Telephone: Home ____/____ Business ____/____ Mobile ____/____
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? 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.)*

Yes

No

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 and we provide child abuse prevention training to staff.

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

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
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Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	

Please explain any gaps in your employment history:

What other business experience, personal experience or training have you had that may have prepared you for this position?

Personal References**Do not list relatives or past employers.**

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ / _____ Alternate : _____ / _____

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ 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, 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 _____ Position Applied For _____
Reference Name: First _____ Last _____ (_____) _____
Phone _____

Please answer all questions as completely as you can to support a fair selection process.

1. How long have you known the applicant? _____ years _____ months
2. What is your relationship? Supervisor or employer Friend or neighbor
 Co-worker Teacher Other _____

If you are or were the applicant's supervisor or employer, please complete this section.

Applicant's job title _____

Your job title _____ Company _____

Dates of applicant's employment (MM/DD/YYYY): ____/____/____ to ____/____/____

Reason applicant left employment _____

Is the applicant eligible for rehire? No Yes

If no, please explain: _____

Briefly describe the duties the applicant performed.

3. How would you rate the applicant in regard to the following qualities?

Reliability/dependability Excellent Good Fair Poor

Ability to work with others Excellent Good Fair Poor

Productivity Excellent Good Fair Poor

Quality of work Excellent Good Fair Poor

Communication skills Excellent Good Fair Poor

Judgment in normal circumstances Excellent Good Fair Poor

Judgment under pressure or stress Excellent Good Fair Poor

4. How would you describe the applicant's character and his or her capability to work effectively with others?

5. How would you describe the applicant's capacity to be responsible, follow rules, and work independently?

6. 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: _____

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?

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 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: _____

Reference checked by _____ Date ____/____/____
(print name)

Signature _____

(must be signed by individual checking reference)



YMCA OF GLOUCESTER COUNTY REFERENCE CHECK 2

Applicant's Name: First _____ M.I. _____ Last _____ Position Applied For _____
Reference Name: First _____ Last _____ (_____) _____
Phone _____

Please answer all questions as completely as you can to support a fair selection process.

1. How long have you known the applicant? _____ years _____ months
2. What is your relationship? Supervisor or employer Friend or neighbor
 Co-worker Teacher Other _____

If you are or were the applicant's supervisor or employer, please complete this section.

Applicant's job title _____

Your job title _____ Company _____

Dates of applicant's employment (MM/DD/YYYY): ____/____/____ to ____/____/____

Reason applicant left employment _____

Is the applicant eligible for rehire? No Yes

If no, please explain: _____

Briefly describe the duties the applicant performed.

3. How would you rate the applicant in regard to the following qualities?

Reliability/dependability Excellent Good Fair Poor

Ability to work with others Excellent Good Fair Poor

Productivity Excellent Good Fair Poor

Quality of work Excellent Good Fair Poor

Communication skills Excellent Good Fair Poor

Judgment in normal circumstances Excellent Good Fair Poor

Judgment under pressure or stress Excellent Good Fair Poor

4. How would you describe the applicant's character and his or her capability to work effectively with others?

5. How would you describe the applicant's capacity to be responsible, follow rules, and work independently?

6. 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: _____

CHILD INVOLVEMENT HISTORY.

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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 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: _____

Reference checked by _____ Date ____/____/____
(print name)

Signature _____

(must be signed by individual checking reference)



YMCA OF GLOUCESTER COUNTY REFERENCE CHECK 3

Applicant's Name: First _____ M.I. _____ Last _____ Position Applied For _____
Reference Name: First _____ Last _____ (_____) _____
Phone _____

Please answer all questions as completely as you can to support a fair selection process.

1. How long have you known the applicant? _____ years _____ months
2. What is your relationship? Supervisor or employer Friend or neighbor
 Co-worker Teacher Other _____

If you are or were the applicant's supervisor or employer, please complete this section.

Applicant's job title _____

Your job title _____ Company _____

Dates of applicant's employment (MM/DD/YYYY): ____/____/____ to ____/____/____

Reason applicant left employment _____

Is the applicant eligible for rehire? No Yes

If no, please explain: _____

Briefly describe the duties the applicant performed.

3. How would you rate the applicant in regard to the following qualities?

Reliability/dependability Excellent Good Fair Poor

Ability to work with others Excellent Good Fair Poor

Productivity Excellent Good Fair Poor

Quality of work Excellent Good Fair Poor

Communication skills Excellent Good Fair Poor

Judgment in normal circumstances Excellent Good Fair Poor

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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: _____

CHILD INVOLVEMENT HISTORY.

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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: _____

Reference checked by _____ Date ____/____/____
(print name)

Signature _____

(must be signed by individual checking reference)

Please return Application & 3 References to:

YMCA of Gloucester County
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