



# YMCA of the East Valley

Date \_\_\_\_\_

Branch \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT EQUAL OPPORTUNITY EMPLOYER

### PLEASE READ BEFORE COMPLETING THIS APPLICATION

The YMCA of the East Valley is an Equal Opportunity Employer and does not discriminate in the recruitment, hiring or conditions of employment based on race, color, religion, national origin, sex, marital status, age, veteran status, sexual orientation, physical or mental disability, or any other consideration made unlawful by federal, state, or local laws. It also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. 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 with the YMCA of the East Valley depends on the mutual consent of both employees and the Association: either may terminate the employment relationship at-will, at any time, with or without cause or advance notice. Nothing in this application or in any other document limits the right to terminate employment at-will. This at-will employment relationship may be altered only in a written agreement signed by the General Director in a document expressly for that purpose.

### PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY

## GENERAL INFORMATION

Position Applied For: \_\_\_\_\_  
Do not write "Open" or "Any", please be specific

Salary Desired: \_\_\_\_\_

Location: \_\_\_\_\_

Date Available: \_\_\_\_\_

Name \_\_\_\_\_  
Last First M.I.

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Home Tel. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Ph. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Tel. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Other names used during prior employment: \_\_\_\_\_

Current Address \_\_\_\_\_  
No. Street City State Zip Code

How long have you have lived at the above address? \_\_\_\_\_

Previous Address \_\_\_\_\_  
No. Street City State Zip Code

How long did you live at that address? \_\_\_\_\_

Are you 18 years of age or older? Yes No

If hired, can you present evidence of your legal right to work in the U.S.? Yes No

If hired, would you have reliable transportation to and from work? Yes No

If hired, can you perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If asked to drive as part of your duties, do you have a valid driver's license? Yes No

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_ Exp. Date \_\_\_\_\_



Please list any other applicable work skills you may have:

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Describe any volunteer work, other experiences, interest, training or honors received in connection with your service to an organization that you consider relevant to your ability to perform the job sought.

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Please check if you are proficient (Intermediate level or better) with any of the following:

MS Word	MS Outlook	ADP	General Office Equipment Operation
MS Excel	MS Powerpoint	General Internet Navigation	(fax, copier, etc.)

Please list any current license(s), permits, certification(s) that you may have (i.e. - CPR, Lifeguard, First Aid, etc.)

Type	Level	Expiration Date
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**PROFESSIONAL ORGANIZATIONS & GENERAL AFFILIATIONS/MEMBERSHIPS**

Do you belong to any professional/trade organizations related to the position you are applying for?

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**LANGUAGE SKILLS**

Do you speak, write or understand any language other than English? If yes, what? Please check all that apply.

Example:

<u>Russian</u>	<input checked="" type="checkbox"/> Speak	<input type="checkbox"/> Write	<input checked="" type="checkbox"/> Understand
<hr/>	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Understand
<hr/>	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Understand
<hr/>	<input type="checkbox"/> Speak	<input type="checkbox"/> Write	<input type="checkbox"/> Understand

## EMPLOYMENT HISTORY (Please start with your most current employer, and explain all gaps in employment.)

COMPANY NAME	Street Address	From (Mo/Yr)	To (Mo/Yr)
City	State	Zip	Telephone
Type of Business		Name of Supervisor	
Reason for Leaving		May we contact them for a reference? Yes No	
Your Position and Duties			
Any experience with children? Yes No If yes, how many children? _____ Age group: _____ Gender: ___ Male ___ Female ___ Both  Any experience supervising staff? Yes No If yes, please describe:			

COMPANY NAME	Street Address	From (Mo/Yr)	To (Mo/Yr)
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## EMPLOYMENT HISTORY CONT. (Please use additional paper if needed)

COMPANY NAME	Street Address	From (Mo/Yr)	To (Mo/Yr)
City	State      Zip	Telephone	Starting Salary      Final Salary
Type of Business		Name of Supervisor	
		Reason for Leaving	
		May we contact them for a reference? Yes No	
Your Position and Duties			
Any experience with children?    Yes      No If yes, how many children? _____      Age group: _____      Gender: ____ Male    ____ Female    ____ Both			
Any experience supervising staff?    Yes      No If yes, please describe:			

COMPANY NAME	Street Address	From (Mo/Yr)	To (Mo/Yr)
City	State      Zip	Telephone	Starting Salary      Final Salary
Type of Business		Name of Supervisor	
		Reason for Leaving	
		May we contact them for a reference? Yes No	
Your Position and Duties			
Any experience with children?    Yes      No If yes, how many children? _____      Age group: _____      Gender: ____ Male    ____ Female    ____ Both			
Any experience supervising staff?    Yes      No If yes, please describe:			

## VOLUNTEER SERVICE (Please list all present/past volunteer service, beginning with the most recent.)

ORGANIZATION	Street Address	Length of Service
City	State      Zip	Telephone
Type of Business		Name of Supervisor
		Reason for Leaving
		May we contact them for a reference? Yes No
Describe in detail the work you did:		

## VOLUNTEER SERVICE CONT.

ORGANIZATION	Street Address	Length of Service
City	State Zip	Telephone
Name of Supervisor		Reason for Leaving
Type of Business	May we contact them for a reference? Yes No	
Describe in detail the work you did:		

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City	State Zip	Telephone
Name of Supervisor		Reason for Leaving
Type of Business	May we contact them for a reference? Yes No	
Describe in detail the work you did:		

## PROFESSIONAL REFERENCES (Please do not list friends or relatives.)

NAME & OCCUPATION	ADDRESS	PHONE NUMBER

## PERSONAL REFERENCES (Please do not list former employers.)

NAME & RELATIONSHIP TO YOU	ADDRESS	PHONE NUMBER(S)



## CAREER OPPORTUNITIES WITHIN THE YMCA

The YMCA is a community service organization dedicated to helping individuals and families reach their full potential by promoting a healthy lifestyle in spirit, mind, and body through the demonstration of Christian values. Career opportunities include:

- Counseling
- Sports & Physical Education
- Adolescent Leadership
- Community Outreach
- Health & Fitness
- Marketing
- Data Processing
- Clerical
- Branch Management
- Child Care
- Camping
- Aquatics
- Accounting & Finance
- Human Resources
- Training
- Maintenance
- Transportation
- Administrative
- Program Leadership

## THE YMCA'S POSITION ON THE NATIONWIDE PROBLEM OF CHILD ABUSE

WE MAKE EVERY EFFORT TO PREVENT CHILD ABUSE

Some examples may include, but are not limited to:

- *A thorough background check, including but not limited to: criminal background checks, references of past employers, personal references, educational institutions, military background, volunteer organizations, civic groups, personal character, and extra curricular activities.*
- *The YMCA does not condone child abusers and this YMCA will be seeking information in an applicant's background related to child abuse.*
- *Allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation.*
- *Programs are structured so that no staff member is left alone with children.*
- *Periodic interviews/evaluations are conducted with children and parents about day to day experience, encouraging reports of anything out of the ordinary.*
- *Staff will not fraternize with children outside of the programs, including babysitting or inviting children home.*
- *Testing for illegal substances.*
- *Psychological testing.*

The YMCA's goals for child care programs 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.*

