



# Jamestown Area YMCAs

## Application for Employment

Locations: Jamestown YMCA 101 E. Fourth Street, Jamestown, NY 14701  
 Lakewood YMCA 183 E. Fairmount Avenue, Lakewood, NY 14750  
 Eastside Family YMCA 727 E. Second Street, Jamestown, NY 14701  
 YMCA Camp Onyahsa, 101 E. Fourth Street, Jamestown, NY 14701

Branch Location: <input type="checkbox"/> Jamestown <input type="checkbox"/> Lakewood <input type="checkbox"/> Eastside <input type="checkbox"/> Camp Onyahsa				Date: ____/____/____	
Position(s) being applied for:			<input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Contractor		
We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status, or any other legally protected status pursuant to relevant federal, state, and local laws. Reasonable accommodations will be made for applicants with disabilities and qualified new hires.			<b>***Notice to Applicants***</b> The YMCA maintains a "zero tolerance" for child abuse and/or substance abuse. Criminal background check and other federal or state screenings for child abuse will be conducted. Screening tests for alcohol and illegal drug use may be required before hiring and during employment.		
<b>PERSONAL DATA</b>					
Please type or print. Application must be completely filled out in order to be considered.					
Last Name		First	Middle	Social Security Number	
Street Address			Home Phone		Cell Phone
City, State, Zip			Email Address		
Previous residence (address, city, state, zip): _____					
Previous residence (address, city, state, zip): _____					

Have you previously worked for any YMCA?    Yes     No    If yes, when: \_\_\_\_\_  
 YMCA Name & Address: \_\_\_\_\_

Are you 18 years of age or older?    Yes     No    If not, you will be required to furnish working papers upon hire.

Do you have any pending charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense or other violation of law? Do not include convictions that have been annulled, expunged, or sealed by a court.  
 No     Yes, detail \_\_\_\_\_

Offenses against persons or family, or public indecency?  
 No     Yes, detail \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to employment, but will be considered in relation to the position sought.

### EMPLOYMENT AVAILABILITY

What type of position are you applying for?	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Other
When are you available (check all that apply)?	<input type="checkbox"/> Mornings	<input type="checkbox"/> Days	<input type="checkbox"/> Evenings	<input type="checkbox"/> Weekends
Any restrictions to work hours?				
Salary Desired	\$ _____			

## EMPLOYMENT & VOLUNTEER HISTORY

Provide the following information of your past and current employers or assignments, starting with the most recent.

<b>Employer</b>	Telephone	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address		Hourly Rates/Salary <i>Starting</i>	
Starting job title/Final job title		\$ per	
Immediate supervisor and title		Hourly Rates/Salary <i>Final</i>	
Reason for leaving		\$ per	
<b>Employer</b>	Telephone	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address		Hourly Rates/Salary <i>Starting</i>	
Starting job title/Final job title		\$ per	
Immediate supervisor and title		Hourly Rates/Salary <i>Final</i>	
Reason for leaving		\$ per	
<b>Employer</b>	Telephone	Dates Employed From To	Summarize the type of work performed and job responsibilities
Address		Hourly Rates/Salary <i>Starting</i>	
Starting job title/Final job title		\$ per	
Immediate supervisor and title		Hourly Rates/Salary <i>Final</i>	
Reason for leaving		\$ per	
<b>Volunteer Agency</b>	Telephone	Dates From To	Summarize the type of work performed and job responsibilities
Address		Hours Worked <i>Per week</i>	
Type of work			
Immediate supervisor and title		Total Hours	
Additional Information			
<b>Other special training or skills</b> (languages, computer skills, etc.)	<hr/> <hr/> <hr/> <hr/>		

## UNEMPLOYMENT RECORD

Include explanation of all lapses in employment on previous page.

From		To		Reason
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

## EDUCATION

School	Name and Location of School	Course of Study	No. of Years	Did you Graduate	Degree or Certificate
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

## REFERENCES

List at least four references/persons that know you well and can confirm your abilities and suitability for YMCA employment (one reference must be a family member).

Name/Address	Phone Numbers	Relationship to You	Years Known

## CERTIFICATIONS

Do you hold a current CPR Certification?  No  Yes, expiration: \_\_\_\_\_

Do you hold a current First Aid Certification?  No  Yes, expiration: \_\_\_\_\_

Do you hold a current Lifeguarding Certification?  No  Yes, expiration: \_\_\_\_\_

Other relevant certifications held:

Type: \_\_\_\_\_

Expiration: \_\_\_\_\_

Type: \_\_\_\_\_

Expiration: \_\_\_\_\_

Type: \_\_\_\_\_

Expiration: \_\_\_\_\_

*continue on back*

**PLEASE READ BEFORE SIGNING**

We appreciate your interest in a position with the Jamestown Area YMCAs. If you have questions about making the following statement, please ask the interviewer to explain.

**STATEMENT OF APPLICATION**

In the Jamestown Area YMCAs effort to attract the highest quality staff, I have been advised that as a part of the application process for employment with the Jamestown YMCA, an extensive inquiry will be made concerning my prior employment, activities, character, and health, and I fully consent to and authorize all such inquiries.

In the event of my employment by the Jamestown Area YMCAs, I will comply with all policies set forth in the personnel manual and with other policies established from time to time by the organization. Additionally, I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made concerning background, my experience, prior employment, and me. You or your representatives may make inquiries or requests, to any governmental agency, including law enforcement agencies or departments, or any other party with a legal and proper interest. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, as they are made with my consent and it is in my interest that I be considered for employment.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for my employment or, after employment, would be cause for termination of employment with the Jamestown Area YMCAs.

I understand and agree that if I am employed there is no contract period for employment and my employment would be solely an "employment at will" giving either me or the Jamestown Area YMCAs the right to terminate my employment at any time without liability or obligation except for my regular pay through date of termination. My employment at will status can only be changed or modified by a written contract signed by both the YMCA and me.

I hereby acknowledge that I have read and understood the above statements and that I voluntarily sign this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

The information provided in this Application for Employment is true, correct, and complete. If you employ me, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment creates no obligation on you, the employer, to continue to employ me in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**YMCA Mission**

To put Christian principles into practice through programs that build strong kids, strong families, and strong communities by enriching the lives of all people in spirit, mind, and body.

**Office Use Only**

Name		Address		
Social Security #		Phone	Marital Status	Department/Number
Start Date		Start Rate	Date Left Employment	
Date	Salary/Hour	Job Title	Reason for Change	Authorized By