



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYMENT APPLICATION

Thank you for your interest in the Cortland County Family YMCA!

A Job with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility, and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

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.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

Personal Information

Position Applying For: _____ Date: _____

Preferred YMCA Location: _____ Date Available: _____

Name: _____ E-mail: _____

Last First MI

Address: _____
Street City State ZIP

Telephone: Home (____) _____ Business (____) _____ Mobile/Cell (____) _____

Are you 18 years of age or older? (for compliance to applicable state and federal laws. If you are offered employment, proof of minimum age will be required.) Yes No

If hired, can you provide verification of your legal right to work in the United States? (Per Federal Law, you will be required to verify your identity and your authorization or eligibility to be employed in the United States if you are offered employment.) Yes No

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

Do you possess a valid driver's license? If yes, which state? _____ Yes No

Do you have reliable transportation? 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.

The YMCA has a zero tolerance policy regarding child abuse. One of the goals of the Y is to provide a safe environment for all members and participants. In accordance with the Y Child Abuse Prevention Policy, I understand that the Y will run a criminal history and sex offender registry check on myself upon hire, and understand that the results of this check may result in my inability to become a Y employee. Initial Here _____

Employment Application**Employment Information**

List available days/hours:

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

Preferred Job Status: Full-time Part-time Seasonal As NeededHave you previously been employed by this YMCA or any other YMCA? Yes No
If yes, when? At which locations?If yes, Have you ever been enrolled in the YMCA Retirement Fund? Yes No Unsure
If yes, identify the YMCA and when.Have you previously volunteered at this YMCA or any other YMCA? Yes No
If yes, when? At which locations?Do you have any relatives or household members currently working for this YMCA? Yes No
If yes, name(s) and relationship:How did you hear about this opening? Name of referral source: YMCA staff referral YMCA member
 School YMCA website
 Walk-in Other _____**Helping Us Meet Our Mission**

Share with us how you could help us meet our mission, values, and cause (please see page one for reference):

Education & Training**Educational Background**

| | Name of School | City, State | Diploma Awarded | Degree | Major |
|----------------------------------------------------------------------|----------------|-------------|-----------------------------------------------------------------------------------------------------|--------|-------|
| <input type="checkbox"/> High School <input type="checkbox"/> GED | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress | | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress | | |
| Graduate School | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress | | |
| Vocational/ Other | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress | | |

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

Safety & Job Specific Certifications

| Type (CPR, First Aid, CDA, etc.) | Provider | Level | Expiration |
|----------------------------------|----------|-------|------------|
| | | | |
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| | | | |

Employment Application

| 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: ___/___ To: ___/___ | Summarize the nature of the work performed and job responsibilities. |
| Address | | | |
| Job Title | | | |
| Immediate Supervisor and Title | | | |
| Reason for Leaving | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer | Telephone () | <u>Dates Employed</u> From: ___/___ To: ___/___ | Summarize the nature of the work performed and job responsibilities. |
| Address | | | |
| Job Title | | | |
| Immediate Supervisor and Title | | | |
| Reason for Leaving | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer | Telephone () | <u>Dates Employed</u> From: ___/___ To: ___/___ | Summarize the nature of the work performed and job responsibilities. |
| Address | | | |
| Job Title | | | |
| Immediate Supervisor and Title | | | |
| Reason for Leaving | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employer | Telephone () | <u>Dates Employed</u> From: ___/___ To: ___/___ | Summarize the nature of the work performed and job responsibilities. |
| Address | | | |
| Job Title | | | |
| Immediate Supervisor and Title | | | |
| Reason for Leaving | | | |
| May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| 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? | | | |
| | | | |
| | | | |

Employment Application

| Professional References 3 Required 4 Preferred | | | |
|-------------------------------------------------------|-------------------------------|------------|-------------|
| Name | Relationship | Occupation | Years known |
| Primary Phone Number () | Secondary Phone Number () | Email | |
| Name | Relationship | Occupation | Years known |
| Primary Phone Number () | Secondary Phone Number () | Email | |
| Name | Relationship | Occupation | Years known |
| Primary Phone Number () | Secondary Phone Number () | Email | |
| Name | Relationship | Occupation | Years known |
| Primary Phone Number () | Secondary Phone Number () | Email | |

Application Acknowledgement and Authorization

Please read all statements and sign below:
I authorize both the Cortland County Family 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 the Cortland County Family YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

I further understand and agree that granting me an interview or scheduling or conducting any pre-employment tests or screens does not constitute a promise of employment or create a contract of employment. No promises or inducements to take employment have been made and no contracts regarding employment have been offered; and I understand and agree that no such promises, inducements, or contracts are binding upon the Cortland County Family YMCA unless made in writing and signed by the President/CEO. I understand that, other than the CEO of the Cortland County Family 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 Cortland County Family YMCA has the authority to make any agreement contrary to the foregoing and then only in writing.

If I am employed by the Cortland County Family YMCA I understand that it will be an at-will employment relationship, meaning that my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Cortland County Family YMCA or myself. 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 Cortland County Family 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 Cortland County Family YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by the Cortland County Family YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: _____ Date: _____

Thank you for taking the time to fill out this application and choosing the Cortland County Family YMCA as a preferred employer.