



**APPLICATION FOR
EMPLOYMENT**
(Please print clearly in ink)

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a physical or mental handicap or disability, or any other characteristic protected by law. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors.

Date of Application _____ Date Available _____ Position Applying for _____
 Name: Last _____ First _____ Middle Initial _____
 Phone No. (____) _____ Email Address: _____
 Address _____ City _____ State _____ Zip _____

Would you accept: Full Time Part Time for _____ hours/week Weekend Work
 Temporary Summer Only

Hours/Days Available to Work:

Winter: _____ Spring: _____ Summer _____

Area of Interest for Work: Gr Fitness Aquatics Child Care Youth Sports
 Member Services Custodial Day Camp Fitness Center

Other: _____

How did you hear about job openings at the Y? _____

Are you over 16 years of age? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

Please note: A criminal conviction does not by itself constitute an absolute bar to employment. The Altru Family YMCA will examine the nature of the conviction record, subsequent rehabilitation, and the responsibilities of the position sought in making each employment decision.

EDUCATION DATA

Circle Highest Grade Completed: 6 7 8 9 10 11 12 / College: 1 2 3 4 5 6 7 8

Name of Last School Attended _____ City/State _____

Attended From: Month _____ Year _____ To: Month _____ Year _____ Graduated? _____

Diploma _____ Degree (type) _____ Major Area of Study _____

Other Education Relevant to Position _____

Professionals: ND License or Certificates _____

Clerical Applicants: Check equipment you have experience in operating:

_____ Calculator _____ Copy/Fax Machines _____ Cash Registers Typing Speed _____ wpm

_____ Computer List Software Programs _____

Other Training: (Courses, Workshops, or Other Qualifications Applicable to this Position)

PLEASE COMPLETE BOTH SIDES OF APPLICATION

PRESENT OR MOST RECENT EMPLOYMENT INFORMATION

1. Firm _____ Phone No. (____) _____
Address _____ City _____ State _____ Zip _____
Name of Immediate Supervisor and Their Title _____
Position Held _____ Dates of Employment _____
Duties _____
Reason for Leaving _____
May We Contact the Employer Listed Above as a Reference? _____

PREVIOUS EXPERIENCE OR PERSONAL REFERENCE

2. Name of Reference _____ Phone No. (____) _____
Address _____ City _____ State _____ Zip _____
If Previous Employer:
Position Held _____ Dates of Employment _____
Duties _____
Reason for Leaving _____

PERSONAL REFERENCE

3. Name of Reference _____ Phone No. (____) _____
Address _____ City _____ State _____ Zip _____
Relationship to Reference Person _____

"I hereby authorize all of my former employers, school officials, and other persons with whom I have been professionally associated with as reference to give to the YMCA Family Center any information that they may have regarding my employment record, together with any information they may have regarding me, whether or not such information is on their records. I hereby release said companies and individuals from any liability for any damages whatsoever resulting from the giving of such information."

Dated: _____ **Signature:** _____

CERTIFICATION OF UNDERSTANDING

I Certify that all matters contained in this application are true, authorize their investigation and agree that any misleading or false statements would render this application void and is sufficient cause for immediate dismissal in the event of employment. I understand that my employment is dependent upon receipt by the YMCA of satisfactory references, attendance at orientation, verification of certification in CPR, and completion of the probationary period. I agree to conform to the rules and regulations of the Altru Family YMCA and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to, by the Altru Family YMCA at any time and without prior notice to me. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the YMCA and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding unless expressly made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time, and the YMCA retains a similar right regarding the discontinuation of my employment.

Dated: _____ **Signature:** _____

YMCA Mission: To put Christian principles into practice through programs that Build healthy spirit, mind and body for all.