



Waynesboro Area YMCA

APPLICATION FOR EMPLOYMENT

Thank you for your interest in the Waynesboro Area YMCA. The mission of the Waynesboro Area YMCA is to build strong kids, strong families, strong communities through programs, based on Christian principles, which build a healthy spirit, mind, and body for all. We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

Date:	Position Applying For:
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PERSONAL INFORMATION

Name: Please PRINT or TYPE	Home Phone No. ()	Cell/Daytime No. ()
Email:	Business No. ()	
Address: Street Number and Name	Number of years at present address?	
City, State, Zip Code		
Previous Address: Street Number and Name	Number of years at previous address:	
City, State, Zip Code		
Can you, after employment, submit verification of your legal right to work in the United States? (example: social security card and driver's license or passport)		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you over 18?	If hired, do you have a reliable means of transportation to get to work?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever plead guilty (or no contest) to or been convicted of a felony or sex related offense (excluding convictions which have been annulled or expunged)? If yes, please provide a date, location, charges and complete explanation of all offenses. (A conviction will not necessarily bar employment, the Y may consider the nature, date and circumstances of the offenses.) Background checks will determine eligibility for hire if offer is made.		
<input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain:		

NOTICE TO ALL APPLICANTS: The YMCA enforces its policies and procedures to prevent child abuse.

All staff must comply to a code of conduct which outlines specific expectations of the staff to create a safe environment for all. Allegations or suspicions of child abuse are taken very seriously at the Y and will be reported to the proper authorities for investigation. We minimize opportunities for abuse to occur and we talk with children about personal safety. We also screen carefully to prevent abusers from having access to our program and facility and we provide child abuse prevention training to staff.

EMPLOYMENT DESIRED

Position desired: _____	Date Available	Salary desired
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Days/Times Available Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____	
If yes, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever applied at the Waynesboro Area YMCA before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?		
Have you ever been employed by the Waynesboro Area YMCA before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?		
How were you referred to the Waynesboro Area YMCA: <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> Website <input type="checkbox"/> Advertisement <input type="checkbox"/> Other (please specify below) _____		

EDUCATION AND TRAINING

School Name & Location 📍	Years Attended		Graduate? (Yes/No)	Degree	Total Hours
High School					
College/University					
College/University					
Highest Degree Earned (Select one only): High School Associate Bachelor Master Doctorate					Scholastic Average:
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills as well.					
Describe any non-employment experience such as school or volunteer activities that might strengthen your application:					
Computer/Software Skills:					
Safety & Job Specific Certifications: (CPR, First Aid, CDA, etc.)					

EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			
Company Name	Phone No.	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address			
City, State, Zip Code			
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason For Leaving			
Company Name	Phone No.	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address			
City, State, Zip Code			
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason For Leaving			
Company Name	Phone No.	Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address			
City, State, Zip Code			
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)			
Description of Job Duties			
Reason For Leaving			

REFERENCE DATA

PROFESSIONAL/PERSONAL REFERENCES WE MAY CONTACT

Name	Address	Phone	Relationship

PRE-EMPLOYMENT CERTIFICATION

I understand that the YMCA will conduct a background check on me and that the results could be used to deny me employment if the results directly correlate to the responsibilities of the position I am applying for.

Initial

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation, or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefrom.

Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by the YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the YMCA my computer as well as the storage areas provided for me (locker, desk, etc.) are open to investigation by the YMCA without prior notice to me.

Initial

My signature below certifies that I have read and understand the foregoing and to the best of your knowledge and belief, the information on this form is true and correct.

Applicant Signature

Date of Application

YMCA Mission: To put Christian principles – caring, honesty, respect, responsibility - into practice through programs that build healthy spirit, mind, and body for all.