**APPLICATION FOR EMPLOYMENT**

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 of York and York County to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests,

Please complete this Application for Employment as thoroughly as possible.

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| NAME: Please PRINT or TYPE | Social Security No. | Home Telephone No. |
| ADDRESS: Street Number and Name, City, State, Zip Code | Number of years at present address? | Cell Phone N. |
| PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code | | Number of years at previous address: |
| E-MAIL ADDRESS: | | |
| Can you, after employment, submit verification of your legal right to work in the United States?   YES  NO | | |
| Are you over 18? If hired, do you have a reliable means of transportation to get to work?   YES  NO  YES  NO | | |
| Have you ever been convicted of a **felony, or for child abuse or sex-related crimes**?   YES  NO If yes, please explain:  (A conviction will not necessarily disqualify you.) | | |
|  | | |

**EMPLOYMENT DESIRED**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of POSITION desired: | | Date Available | Salary desired |
| Are you presently employed?  YES  NO If yes, may we contact your present employer?  YES  NO | | | |
| Have you ever applied at the Company before?   YES  NO If yes, when? | Have you ever been employed by the Company before?   YES  NO If yes, when? | | |
| How were you referred to the Company:   Advertisement  Employee Referral  Walk-In  Agency  Other (please specify below)  (Please identify source below)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

**EDUCATION AND TRAINING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| SCHOOL NAME & LOCATION | | Years Attended  From To | | | Graduate?  (Yes/No) | What  Degree | Major Subject/  Total Hours  (if  applicable) |
| Elementary | |  |  | |  |  |  |
| High School | |  |  | |  |  |  |
| College/University | |  |  | |  |  |  |
| College/University | |  |  | |  |  |  |
| Highest Degree Earned  (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate | | | | | | | Overall College 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 below. | | | | | | | |
| Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable. | | | | | | | |
| * Typing   \_\_\_\_\_\_\_ WPM | * Computer Skills, i.e. Lotus 1,2,3;   Wordperfect, etc.: | | |  Other machines requiring special skills: | | | |

**U.S. MILITARY SERVICE DATA**

|  |
| --- |
| Branch: |
| List Special Training or Skills: |

**EMPLOYMENT DATA**

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

**REFERENCE DATA**

**PROFESSIONAL/WORK REFERENCES WE MAY CONTACT**

|  |  |
| --- | --- |
| Name | Address Area Code Phone |
|  |  |
|  |  |
|  |  |

**PRE-EMPLOYMENT CERTIFICATION**

I understand that this application is only valid for the position applied for at present and that the Company is not obligated to retain or consider this application for future openings.

\_\_\_\_\_\_\_\_\_\_

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 Company 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

If employed by the Company I will abide by Company policies and rules. I understand that I will be required to possess a current and valid driver’s license if my position requires me to drive in the course of my work.

\_\_\_\_\_\_\_\_\_\_

Initial

If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the Company’s expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

\_\_\_\_\_\_\_\_\_\_

Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by the Company. 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 Company storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.

\_\_\_\_\_\_\_\_\_\_

Initial

If I am employed by the Company I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Company or myself. I understand that, other than the President of the Company no manager, supervisor or representative of the Company 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 President of the Company has the authority to make any agreement contrary to the foregoing and then only in writing. 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 Company.

\_\_\_\_\_\_\_\_\_\_

Initial

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

**My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the Company concerning the nature of my employment, if any, by the Company and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the Company. I understand and agree that, except as noted above, no person who is either an agent or employee of the Company may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date of Application

|  |
| --- |
| **FOR EMPLOYMENT DEPT. USE ONLY**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Interviewer’s Signature Date** |

|  |  |
| --- | --- |
| Name:  Phone:  Email:  Address:  Street City Zip | Day or Resident Camp:  Dates Available:  Years of High School:  Years of College: |

1. Identify your skill and interest areas:

(indicate: 1 – lots of skill and experience 2 – Some skill or experience 3 – Interested in learning)

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | | | **Current Certifications** |
| * Archery * Arts & Crafts * Basketball * Bilingual in:\_\_\_\_\_\_\_\_\_\_\_ * Boating: Sailing/Canoe Raft * Candle Making * Climbing/Rockclimbing * Clowning/Mime * Dancing * Drama/Skits * Drawing/Painting * Environmental Education * Fishing * Geology * Golf | * Group Games * Gymnastics * Hiking/Backpacking * Hockey * Horseback Riding * Ice Skating * Juggling * Lifeguarding * Musical Instruments * Nature Study * Needlecraft * New Games * Orienteering * Patience * Photography/Video | * Pottery * Ropes Course * Skateboarding / Rollerblade * Soccer * Song Leading * Star Gazing/Astronomy * Storytelling * Supervision of Children * Supervision of Adults * Swimming * Tie Dyeing/Batik * Volleyball * Weaving * Windsurfing * Writing | * Lifeguard Certificate * Basic First Aid * CPR * EMT * Water Safety Instructor * Boating:\_\_\_\_\_\_\_\_\_\_ * Windsurfing * Archery * Outdoor Living Skills * Ropes Course Assembly * Bus Driving   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Driver’s License # & State |

1. Do you have an age group preference? \_\_\_\_5-8 \_\_\_\_9-11 \_\_\_\_12-13
2. What program areas interest you and why?

1. What characteristics do you feel you can offer the Camp Program as a staff member?

1. What would you like to accomplish if selected to work at the YMCA of York and York County?

1. Personal References (people who can judge your qualifications for the position for which you have applied).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Phone | Relationship | Years Known |
| 1 |  | ( ) |  |  |
| 2 |  | ( ) |  |  |
| 3 |  | ( ) |  |  |