



FOR YOUTH DEVELOPMENT®
 FOR HEALTHY LIVING
 FOR SOCIAL RESPONSIBILITY

CONCORD FAMILY YMCA EMPLOYMENT APPLICATION

Last name	First	MI	For Personnel use only	Date of application
Street address			Position for which you are applying:	
City	State	ZIP	Home/cell telephone	Work telephone

Please read carefully and complete by printing in ink or typing.

Do you have the legal right to accept employment in the United States? Yes ___ No___

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Employment Record

Starting with present or most recent, Please list all previous employers. Include self-employment, summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present Employer:	Last or present Employer:
Street address	Street address
Phone number	Phone number
City	City
State	State
Zip code	Zip code
Your title	Your title
Dates worked From _____ To _____	Dates worked: From _____ To _____
Hours worked per week _____	Hours worked per week _____
May we contact? _____	May we contact? _____
Supervisor's name	Supervisor's name
Phone Number	Phone Number
Brief description of job duties	Brief description of job duties:
Base salary or per hour rate	Base salary or per hour rate
Reason for leaving:	Reason for leaving

Educational History

Please enter the highest grade completed: (8-9-10-11-12 or GED – 13-14-15-16-17-18)

Any specialized courses or training completed that you want considered in reviewing this application? If so, please explain below:

Outside Activities: (Exclude those indicating race, color, religion, sex, national origin, or handicap)

Professional memberships, certificates, or licenses held: _____

Past and present civic or cultural activities — include offices held: _____

Principal hobbies: _____

Are you over 18 years of age? Yes ___ No ___ (If not, employment is subject to verification of minimum legal age.)

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? Yes ___ No ___

Professional/Work References

List professional references and one at least one personal reference who have knowledge of your qualifications for the position for which you are applying.

Name	Title/relationship	Address (street, city, state, ZIP code)	Phone no. (include area code)	Occupation

May we contact your present employer? Yes ___
No ___

Date available: _____

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the company or myself.

Date _____ Signature _____

If any of your educational or employment records are under other than the above name, please provide other names.

THIS PAGE IS FOR STAFF USE ONLY

TELEPHONE REFERENCE

Hello, I am _____ with the Concord Family YMCA. _____ has given us your name as a reference to verify his/her character and ability to work in the YMCA. This call will be kept confidential and used only to determine _____ ability to work in the area that he/she has requested.

_____ will be working in _____ department as a _____. He/she will be working with _____. If you have time, I would like to ask you a few questions to help us determine their potential success with this program.

Staff /Volunteer's Name

Staff Making Call

	Reference 1	Reference 2	Reference 3
Phone Number			
Reference's Name			
Date			
How long have you Known ___?			
In what capacity?			
Have you observed him/her working with _____?			
What type of environment did you observe?			
The applicant will be working directly with children. Do you see this as an appropriate position for ___?			
Is there any other info. You'd like to share that will help assess capabilities?			
Is he/she eligible for rehire?			

Comments: