



**CUMBERLAND YMCA**

**APPLICATION FOR EMPLOYMENT**

The Cumberland YMCA is 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.

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?	Message/Business No. + Ext. ( )
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code		Number of years at previous address:
Can you, after employment, submit verification of your legal right to work in the United States? <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 been convicted of a felony, or for child abuse or sex-related crimes? <input type="checkbox"/> YES <input type="checkbox"/> NO    If yes, please explain:   		

## EMPLOYMENT DESIRED

Type of POSITION desired:	Date Available	Salary desired
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever applied at the YMCA before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	Have you ever been employed by the YMCA before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	
How were you referred to the YMCA: <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee Referral <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> 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.				
<input type="checkbox"/> Typing/ Keyboarding _____ WPM	Computer Skills, i.e. Microsoft Word/Excel	<input type="checkbox"/> 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			PERSONNEL USE ONLY	
<b>Company Name</b>		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				
<b>Company Name</b>		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				
<b>Company Name</b>		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				

## PROFESSIONAL REFERENCES

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 YMCA 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 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

If employed by the YMCA I will abide by YMCA 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. I also understand that before I drive a YMCA vehicle that I will supply an official copy of my driving record from the MVA. I also understand that if I drive my personal vehicle for YMCA business I will adhere to the state requirement for motor vehicle insurance and maintain \$300,000 of liability insurance. I will provide my employer with proof of motor vehicle insurance prior to driving.

\_\_\_\_\_  
Initial

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

\_\_\_\_\_  
Initial

In conjunction with my application for employment with you, my prospective employer, I understand that you intend to hire Selection Management Systems to obtain information regarding any criminal record.

\_\_\_\_\_  
Initial

If I am employed by the YMCA I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the President of the 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 President of the YMCA 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 YMCA.

\_\_\_\_\_  
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 YMCA concerning the nature of my employment, if any, by the YMCA and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the YMCA. I understand and agree that, except as noted above, no person who is either an agent or employee of the YMCA may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Application

## **Staff Code of Ethics**

1. Staff will not verbally, physically, mentally, emotionally, or sexually abuse a child.
2. Staff will not be alone with children except with prior approval of senior management or in an emergency.
3. Staff will not use profanity in the presence of children, parents, participants or other staff.
4. Staff will not display intimate affection towards others in the presence of children, parents or other participants.
5. Staff will not accept gifts or money from children, parents or other participants, nor will staff give gifts of money to children, parents or other participants.
6. Staff/Volunteers will not socialize, associate, or provide services (such as babysitting, private lessons, etc.) for program participants under the age of 18 years outside of YMCA activities. There will be no exceptions unless individually approved by the President/CEO.
7. Staff will report any suspected abuse or neglect of a child to the Child Protective Services of the Maryland Department of Protective and Regulatory Services and law enforcement agencies, as required by Maryland State law.
8. Staff will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact and maturity.
9. Staff will treat all children, regardless of age, race, religion, ethnicity, gender or disability with respect, compassion and kindness.
10. Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement and redirection.
11. Staff will never leave a child unsupervised.
12. Staff will appear clean, neat and appropriately dressed.
13. Staff will not attend work with physical or psychological conditions that might adversely affect children's health or safety.
14. Staff will not use tobacco products during working hours in the presence of children or parents.
15. Staff will not use, possess or be under the influence of alcohol during working hours.
16. Staff will not use, possess, or be under the influence of illegal drugs at any time.
17. Sexual harassment or any other form of harassment toward staff or members will not be tolerated.

**I have read and understand the Staff Code of Ethics. I understand that any violation of the Code of Ethics may result in termination. Being fully aware of the matters contained in this Staff Code of Ethics, I still desire consideration for employment by the YMCA.**

Applicant/Employee \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETE IF APPLYING TO WORK WITH CHILDREN**

Why do you want to work with and care for children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With what age group or sex do you prefer to work? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your philosophy about discipline? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you do when you are upset or angry about something? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a pedophile or child abuser?    Yes     No

Have you ever been accused of being a pedophile or child abuser?    Yes     No     If yes, please explain.

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

Other than through employment, how are you involved with children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the 3 greatest strengths and the 3 most difficult problems you have in working with children.

**GREATEST STRENGTHS**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**MOST DIFFICULT PROBLEMS**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

# **Building Careers That Make A Difference**

## ***Our Mission***

The Cumberland YMCA's mission is to serve human needs through programs and services that promote lifelong personal growth and the balanced development of the Spirit, Mind, and Body.

## ***Job Opportunities***

The YMCA provides a values-based environment where caring, honesty, respect and responsibility are incorporated into everything we do. The atmosphere is fun, the facilities are safe and clean and the work is among the most rewarding. Many YMCA professionals, start their careers as member-service coordinators, swim instructors, lifeguards, health and fitness trainers, child care and camp counselors, adolescent leadership and sports directors. However, not all YMCA jobs are specifically tied to a program area. The YMCA also offers opportunities in human resources, finance, facility management, marketing and public relations.

## ***Benefits***

The Cumberland YMCA offers the following benefits:

- Competitive wages
- Health and Dental Insurance
- Life Insurance
- Funded retirement plan
- Flexible work schedule
- Free Y membership
- Discounted program fees
- Time-off benefits (vacation, sick days and holidays)

## ***Locations***

**Cumberland YMCA**  
601 Kelly Road  
Cumberland, MD 21502

**Gilchrist Center**  
205 Baltimore Ave  
Cumberland, MD 21502