

## FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

## **EMPLOYMENT APPLICATION**

## Thank you for your interest in the YMCA!

The YMCA of Cumberland, MD is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to apply to join the YMCA staff team, please complete the application below.

- Be sure to write legibly.
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.



Personal Information					
Position Applying For:		<u>-</u>	Date:		
YMCA Location (Circle One): Riv	verside Gilchrist		Date Available:		
NAME:			E-mail:		
Last	First	MI			
ADDRESS:					
Street	City		State	ZIP	
TELEPHONE: Home	Busine	ess	Mobile		
Are you 18 years of age or older?	(If not, you may be required to	provide work authori.	zation.)	□ Yes	□ No
If hired, can you provide verification	n of your legal right to work in	the United States?		□ Yes	□ No
Can you perform the essential funct	tions of the job for which you a	are applying, with or v	without reasonable accommodation?	□ Yes	□ No
charges and a complete explanation nature, date, and circumstances of	n of all offenses. A conviction w the offenses.)	will not necessarily ba	? (If yes, please provide a date, location, ir employment. The YMCA may consider the	□ Yes	□ No
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Notice to All Applicants: The YMCA of Cumberland, MD enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the YMCA of Cumberland, MD and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

available days/hour					<u> </u>		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday		Saturday
<u> </u>	- <b>n</b> .						
erred Job Status:	☐ Full-time ☐ Part-	-time $\square$ Seasonal $\square$ .	As Needed				
e you previously beer	n employed by this YM	MCA or any other YMCA?	?			☐ Yes	□ No
ves. when? At which	locations?						
						= v	- M.
e you previously volu	inteered at this YMC#	A or any other YMCA?				☐ Yes	□ No
ves, when? At which	locations?						
						- V	□ Na
ou have any relative	s or housenoia illellio	ers currently working fo	r this YMLA?			□ Yes	□ No
yes, name(s) and rela	ationship:						
did you hear about	this opening?						
MCA Staff ☐ YMC	^ Mamber □ YMCA	Website □ School	□ Walk-in □ Adver	+icomont	□ Other		
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ne of referral source:							
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ucation & Trainion	ground	City. State	Diploma a	∆warded De	Major		
Educational Back	-	City, State	Diploma a □ Yes	Awarded De	egree Major		
	ground	City, State	☐ Yes ☐ No		gree Major		
Educational Back	ground	City, State	☐ Yes ☐ No ☐ In Pro	Awarded De ogress	gree Major		
Educational Back	ground	City, State	Yes No In Pro Yes No	ogress	gree Major		
Educational Back	ground	City, State	☐ Yes ☐ No ☐ In Pro	ogress	egree Major		
Educational Back	ground	City, State	Yes No In Pro Yes No In Pro Yes No In Pro	ogress ogress	egree Major		
Educational Backs High School / GED  College  Graduate School	ground	City, State	Yes   No   In Pro   Yes   No   In Pro   Yes	ogress ogress	egree Major		
Educational Back	ground	City, State	Yes No In Pro Yes No In Pro Yes No In Pro Yes No Yes No	ogress ogress	egree Major		
Educational Backs High School / GED  College  Graduate School  Vocational/	ground	City, State	Yes No In Pro Yes No In Pro Yes No In Pro Yes No Yes No	ogress ogress	egree Major		
Educational Backs High School / GED  College  Graduate School  Vocational/ Other	ground Name of School	City, State	Yes No In Pro Yes No In Pro Yes No In Pro Yes No In Pro	ogress ogress ogress			
Educational Backs High School / GED  College  Graduate School  Vocational/ Other	ground Name of School		Yes No In Pro Yes No In Pro Yes No In Pro Yes No In Pro	ogress ogress ogress			
Educational Backs High School / GED  College  Graduate School  Vocational/ Other	ground Name of School		Yes No In Pro Yes No In Pro Yes No In Pro Yes No In Pro	ogress ogress ogress			
Educational Backs High School / GED  College  Graduate School  Vocational/ Other	ground Name of School		Yes No In Pro Yes No In Pro Yes No In Pro Yes No In Pro	ogress ogress ogress			
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Educational Backs High School / GED  College  Graduate School  Vocational/ Other  Describe any non-em	ployment experience	such as school or volunt	Yes No In Pro Yes No In Pro Yes No In Pro Yes No In Pro	ogress  ogress  ogress  ight strengthen your		ion	
Educational Backs High School / GED  College Graduate School  Vocational/ Other  Describe any non-em	ployment experience	such as school or volunt	Yes   No   In Pro   Yes   Yes	ogress  ogress  ogress  ight strengthen your	application:	ion	

	Il previous employmen dditional sheets if nee		ears starting with the most recent.
	Phone	Dates Employed	Summarize the nature of the work performed
Address		From:	and job responsibilities.
Address		То:	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Ending Hourly Rate/Salary	
		\$ per	
May we contact this employer? ☐ Yes Employer	□ No Phone	Dates Employed	Summarize the nature of the work performed
Employer	Thone	From:	and job responsibilities.
Address		То:	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Ending Hourly Rate/Salary	
Voc	□ N-	\$ per	
May we contact this employer?   Employer	□ No Phone	<u>Dates Employed</u> From:	Summarize the nature of the work performed and job responsibilities.
Address			and job responsibilities.
		То:	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Ending Hourly Rate/Salary	
		\$ per	
May we contact this employer? ☐ Yes Employer ☐ P	□ No Phone	Dates Employed	Summarize the nature of the work performed
· ·	Tione	From:	and job responsibilities.
Address		То:	
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor and Title		\$ per	
Reason for Leaving		Ending Hourly Rate/Salary	
		\$ per	
May we contact this employer?   Yes  Please explain any gaps in your employment histor	□ No rv.		
Flease explain any gaps in your employment	у.		
What other business experience, personal experien	nce, or training have you had	that may have prepared you for t	this position?

Professional Re	eferences				
Name:	Occupation:	Years	Known:		
Address:	City:	State:	Zip:		
E-mail:	Phone:	Alternate #:	·		
Name:	Occupation:	Years	Known:		
Address:	City:		Zip:		
E-mail:	Phone:	Alternate #:			
Name:	Occupation:	Years	Known:		
Address:	City:	State:	Zip:		
E-mail:	Phone:	Alternate#:	<del></del>		
Personal Refer	ences Do not list relative	es or past employers.			
Name:	Occupation:		Known:		
Address:	City:		Zip:		
E-mail:	Phone:				
L-IIIaii:	FIIOIIE:				
Name:	Occupation:	<u> </u>	Known:		
Address:	City:	State:	Zip:		
E-mail:	Phone:	Alternate #:	<del></del>		
Name:	Occupation:	Years	Known:		
Address:	City:	State:	Zip:		
E-mail:	Phone:	Alternate#:			
Application Act	knowledgement and Authorization				
I authorize both the YMCA of Cumberland, MD and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check and drug/alcohol screen.  I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with YMCA of Cumberland, MD employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.					
If I am employed by the YMCA of Cumberland, MD; 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 of Cumberland, MD or myself. I understand that, other than the CEO of the YMCA of Cumberland, MD, no manager, supervisor or representative of the YMCA of Cumberland, MD 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 CEO of the YMCA of Cumberland, MD 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 of Cumberland, MD.  I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal					
right to work in the United States. I understand that this application is only valid for the position applied for at present and that the YMCA of Cumberland, MD is not obligated to retain or consider this application for future openings. If hired, I agree to abide by YMCA of Cumberland, MD policies and rules at all times. I acknowledge that I have read the above statements and understand them.					
Signature:		Date:			