



Application for Employment

Association Office • P.O. Box 838 • Naperville, IL 60566 • www.heritageymca.org

YMCA Mission

To enhance the quality of life for families through programs reflecting Christian principles to build healthy spirit, mind and body for all.

- Aurora Family YMCA
- Kroehler Family YMCA
- Fry Family YMCA
- Safe 'n Sound
- Field House Family YMCA
- Oswego Family YMCA
- Association Office

Notice to Applicants and Employees
The Heritage YMCA Group maintains a
"zero tolerance" for abuse.

Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

Position(s) being applied for

(Unspecified job applications will not be considered. Open positions are listed at all centers and on web site.)

Please type or print. Application must be completely filled out in order to be considered.

Personal Data

Name _____

Address _____ Home Phone _____

City _____ State _____ Zip _____

Previous residence if less than five (5) years: _____

City/State _____

If necessary, best time to call you at home is..... _____AM/PM

May we contact you at work? Yes No

If yes, work number and best time to call..... (____)_____AM/PM

If you are under 17 years of age and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever been convicted of:

- felonies or misdemeanors? No Yes, detail _____
- you are not obligated to disclose sealed or expunged records of convictions or arrests

Answering "yes" to these questions does not constitute an automatic bar to employment.

Employment Availability

What type position are you applying for: _____ Branch: _____

Full Time (35 hours or more per week) Regular Part-Time (20-34 hours per week - and 6 months or more) Limited Part-Time (19 hours or less per week - or less than 6 months) Other

When are you available (*check all that apply*)? _____ Available start date? _____

Mornings Days Evenings Late Evenings Weekends

Any restrictions to work hours? _____

Employment History

Provide the following information of your past and current employers or assignments, **starting with the most recent** (use additional sheets if necessary).

Employer _____ Telephone _____ (_____) _____ Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/Salary Starting _____	
Immediate supervisor and title _____	\$ _____ per _____	
Reason for leaving _____	Hourly Rates/Salary Final _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$ _____ per _____	
Employer _____ Telephone _____ (_____) _____ Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
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Nonemployment Record

Include explanation of all lapses in employment on preceeding page.

From		To		Reason...
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Education

School Name & Address (high school, college, trade)	Major Course or Degree Program	Diploma/Degree Received

References

List at least three character references/persons who know you well and can attest to your abilities and suitability for YMCA employment (*one reference must be a family member*). If applicant is under the age of 18, please include references in the shaded area as well.

Name	Phone Number	Relationship to you	Years Known
1.			
2.			
3.			
4.			
5.			

Additional Information

- Do you hold current CPR certification? ___ Yes ___ No
- Do you hold current first aid certification? ___ Yes ___ No
- Do you hold current lifeguarding certification? ___ Yes ___ No

List anything else (skills/experience) including volunteer experiences that would strengthen your application:

How did you find us? (if applicable)

- Walk-in
- Signs at Branch
- Web Page
- Referral
- Advertisement
- Relative
- Employee
- Private Employment Agency
- Other _____

Name of source (if applicable)

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Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the YMCA is true, complete and correct, and **I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the YMCA's service,** whenever it is discovered. Initial _____

I expressly authorize, without reservation, the YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. Initial _____

I understand upon offer of employment, the Heritage YMCA Group will conduct a criminal background check prior to and during my employment as well as a sex offender registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment. Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant. Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. **Employment with the YMCA is employment at will** which means that employees may end their employment at any time, for any reason; and that the employer (Heritage YMCA Group) may terminate employees at any time for any reason, with or without cause. Initial _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and

I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant _____

Date _____

Do not sign until you have read and initialed the above statements.

FOR OFFICE USE ONLY - Review/Approval

Reference Checks Review _____ Date _____

Authorization to Interview

Dept. Head Date _____

Executive Director Date _____

Executive Director Authorization for offer (attach forms)

Association Office Approval of FT/RPT _____ Date _____
Initials _____ Date _____

Check List:

- Certification
 - LifeGuard First Aid CPR
 - Ellis AED
 - Other _____
 - Work permit (*if applicable*)
 - Employee referral (*if applicable*)
- _____ name