



MANATEE YMCA

APPLICATION FOR EMPLOYMENT

The YMCA 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. The mission of the YMCA is:

“To put Christian principles into practice through programs that build healthy spirit, mind and body for all.”

To help us learn about your experience, abilities, and interests, please complete this Application for Employment completely. Be sure to write legibly, do not leave any spaces blank or write “see resume” in response to any question. Read and sign pages 4 & 5 of the application.

PERSONAL INFORMATION

NAME: Please PRINT or TYPE – DO NOT USE NICKNAME	Home Phone #	Cell Phone #
EMAIL ADDRESS (REQUIRED):		
ADDRESS: Street Number (name) , City, State, Zip Code		Number of years at current address?
If at Current address less than five (5) years; List <u>all</u> previous addresses within the last 5 years Street Number (name), City, State, Zip Code		Number of years at previous address:
Are you legally authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Will you now or in the future require sponsorship to an employment visa status? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Are you over 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If hired, do you have a reliable means of transportation to get to work? <input type="checkbox"/> YES <input type="checkbox"/> NO		
POSITION Applying For (Required Field):	Date Available	Wage desired
Preferred YMCA Location: <input type="checkbox"/> Bradenton Branch <input type="checkbox"/> Lakewood Ranch Branch <input type="checkbox"/> Parrish Branch <input type="checkbox"/> South Branch <input type="checkbox"/> Association Office <input type="checkbox"/> Other:		
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Have you ever been convicted of a crime, entered a plea of nolo contendere (no contest) to a crime, had adjudication withheld, or received a suspended sentence (regardless of the ultimate adjudication) for a crime? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please provide details as to each legal proceeding. (A criminal history will not necessarily be a bar to employment. Factors such as nature of offense, date of offense, age of offender at time of offense, and the like, will be taken into consideration.		
Have you ever been sued for causing the death of or injury to any person (e.g., for assault, battery, false imprisonment, etc.)? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, state the date and place of the lawsuit(s), the court it was filed in and how it was resolved.		
TODAY'S DATE:		

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse.

EMPLOYMENT 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	
Preferred Job Status: <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> As Needed	
What hours are you available to work? (circle all that apply) <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends	
Have you ever applied at the Manatee YMCA before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?	Have you been previously employed by this or any other YMCA? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, When? Where?
How were you referred to the Manatee YMCA: <input type="checkbox"/> Employee Referral: Name of Employee: _____ <input type="checkbox"/> Walk-in <input type="checkbox"/> YMCA Website <input type="checkbox"/> Agency: Name of Agency: _____ <input type="checkbox"/> Advertisement <input type="checkbox"/> Other (please specify): _____	

EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended		Graduate? (Yes/No)	What Degree	Major Subject/ Total Hours
	From	To			
Elementary			<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Highest Degree Earned (Check one only): <input type="checkbox"/> High School <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> 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, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.					
Computer Program Proficiency (List):	Keyboarding _____ WPM		Other machines requiring special skills (List):		

U.S. MILITARY SERVICE DATA

Branch:
List Special Training or Skills:

CERTIFICATIONS

(please list those currently held AND include expiration date)


CPR/First Aid _____ YMCA Lifeguard _____ Lifeguard _____

Please list other certifications you believe would be of benefit to your position at the Manatee YMCA:

EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST If this is your first job, list volunteer work or other experiences pertinent to the position.			
Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)		Phone Number	
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)		Reason for Leaving:	
Description of Job Duties:			
Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)		Phone Number	
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)		Reason for Leaving:	
Description of Job Duties:			
Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)		Phone Number	
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)		Reason for Leaving:	
Description of Job Duties:			
Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)	
Address (Include Street, City, State, Zip Code)		Phone Number	
Job Title-Start	Job Title-Final	Base Rate of Pay Start Final	
Supervisor (Name & Title)		Reason for Leaving:	
Description of Job Duties:			

REFERENCE CHECKS

As a part of the hiring process at the Manatee YMCA we would like to check some of your references. We use  to facilitate this process. You may be asked to invite (by email) a minimum of six (6) references, both professional references and a least one (1) family member.

Reference Check Claim-Waiver Form

To the prospective employee; please read this document carefully. If you agree to the statement, terms, and condition set forth herein, please SIGN and DATE the form below.

A. Verification of Accuracy of Statements Made in Employment Application:

I hereby certify that the information provided in my employment application and any resume or other materials submitted by me in connection with my effort to obtain employment with the Manatee YMCA is true, complete, and accurate; and I understand that any false or misleading information or significant omissions may disqualify me from any further consideration for employment with the Manatee YMCA, or could be justification for dismissal from employment, if discovered at any point after I have been hired or offered employment.

B. Release of Claims Against Providers of References and/or Other Employment-related Information:

I fully authorize the investigation and verification of any statements made by me in my employment application and any resume or other materials submitted by me in connection with my effort to obtain employment with the Manatee YMCA. I accept the Checkster process to invite my past employers in my application and any resume or other materials submitted by me to the Manatee YMCA with any information requested that may be relevant and useful to the Manatee YMCA in making a hiring decision. **I expressly release such persons, or entities from any and all legal liability for making disclosure of any information about me, which is permitted, by law to release.**

Date: _____ Signature: _____

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PRE-EMPLOYMENT CERTIFICATION

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

If employed by the Manatee YMCA I will abide by Association policies and rules. I understand that I will be required to possess a current and valid driver's license and provide evidence of personal auto insurance with the state mandated limits if my position requires me to drive in the course of my work. I authorize Manatee YMCA to obtain a legal history of my driving record. _____
Initial

I understand and expressly agree that if employed by the Manatee YMCA, storage areas provided for me (locker, desk, etc.) are open to investigation by the Manatee YMCA without prior notice to me. _____
Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by the Manatee YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment.

Initial For Minors: Parent or Guardian Signature _____
Print Name

If I am employed by the Manatee 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 Manatee YMCA or myself. _____
Initial

If I am offered employment by the Manatee YMCA I understand and agree that I will provide bank information for direct deposit of my payroll check within (7) days of date of hire. _____
Initial

I authorize Manatee YMCA to conduct a background investigation including, but not limited to the following: national criminal file, multi-state sex offender search, and county criminal search. I recognize that the results of this background investigation may be used to determine my employment or continued employment.

Initial For Minors: Parent or Guardian Signature _____
Print Name

Should I become employed, as a condition of my employment, I agree to waive my right to a trial by jury in any action or proceeding involving any claim, whether statutory or at common law, related to or arising out of my employment or the termination of my employment, including claims of discrimination. I understand that I am waiving my right to a jury trial voluntarily and knowingly and free from duress or coercion. I understand that I have the right to consult with a person of my choosing, including an attorney, before signing this document.

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 Manatee YMCA concerning the nature of my employment, if any, by the Manatee 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 Manatee YMCA.

I understand and agree that, except as noted above, no person who is either an agent or employee of the Manatee YMCA may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Applicant Signature

Date of Application