



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

## **EMPLOYMENT APPLICATION**

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms and 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 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.

**Bob Freesen YMCA  
1000 Sherwood Ln  
Jacksonville, IL 62650  
217-245-2141**

### **Personal Information**

Position applying for: \_\_\_\_\_ Date: \_\_\_\_\_

Date available: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_  
Home Business Mobil

Are you 18 years or older? (If not, you may be required to provide work authorization)  YES  NO

If hired, can you provide verification of your legal right to work in the United States?  YES  NO

Can you perform the essential functions for which you are applying, with or without reasonable accommodations?  YES  NO

Have you ever convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. (A conviction will not necessarily bar employment. The YMCA may consider the nature, date, and circumstances of the event).  YES  NO

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**NOTICE TO ALL APPLICANTS: The YMCA enforces its policies and practices to prevent child abuse.**

Allegations or suspicions of child abuse are taken very seriously at the YMCA 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.

# EMPLOYMENT APPLICATION

## Employment Information

List available days/hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status:  Full Time  Part Time  Seasonal  As needed

Have you previously been employed by this YMCA or another YMCA?  Yes  No  
If yes, when and at what location.

Have you previously volunteered by this YMCA or another YMCA?  Yes  No  
If yes, when and at what location.

Do you have any relatives or household members who currently working at this YMCA?  Yes  No  
If yes, name(s) and relationship:

How did you hear about this opening?

YMCA Staff Referral     YMCA Member     School  
 Advertisement         Walk-in             YMCA Website  
 Other \_\_\_\_\_

## Education & Training

	Name of School	City, State	Diploma Awarded	Degree	Major
High Schl <input type="checkbox"/> GED <input type="checkbox"/>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational School/Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

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## Safety & Job Specific Certifications

Type (CPR, First Aid)	Provider	Level	Expiration

# EMPLOYMENT APPLICATION

## Employment History

Employer: _____ Phone # _____ Address: _____ Job Title: _____ Immediate Supervisor & Title: _____ Reason for Leaving: _____ May we contact this employer?	Dates Employed: From ____/____/____ To ____/____/____ Starting Hourly Rate/Salary \$ _____ per _____ Ending Hourly Rate/Salary \$ _____ per _____	Summarize the nature of the work performed and job responsibilities.
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Please explain any gap in your employment history.

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What other business experience or training have you had that may have prepared you for this position?

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# EMPLOYMENT APPLICATION

## Personal Reference

Name _____	Occupation _____	Years Known _____
Address _____	City _____	State _____ Zip Code _____
Email _____	Phone # _____	Alt Phone # _____

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Address _____	City _____	State _____ Zip Code _____
Email _____	Phone # _____	Alt Phone # _____

Name _____	Occupation _____	Years Known _____
Address _____	City _____	State _____ Zip Code _____
Email _____	Phone # _____	Alt Phone # _____

## Application Acknowledgment & Authorization

Please read all statements and sign below:

I authorize both the YMCA 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 criminal history background check.

I certify that all information provided by me in this application is correct and 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 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, 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 CEO 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 CEO 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.

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 I applied for at present and that the YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_