

EMPLOYMENT APPLICATION

Return this application to: Human Resources, 1410 Rte. 22 West, Annandale, NJ 08801



Hunterdon County YMCA



The Hunterdon County YMCA is an equal opportunity employer. Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

APPLICATION INSTRUCTIONS

Please note: Incomplete applications cannot be processed. Please provide all information requested on the application as follows:

1. Please print all information clearly.
2. Complete all sections of the application and answer each question completely and accurately.
3. Include supervisor's name and phone number of current employer.
4. Complete the previous employment history section of the application **even if you are attaching a resume**.
5. Supply addresses and telephone numbers for all of your references, present and past employers.
6. Be sure to list any licenses, certifications or special training you have or are in the process of obtaining, (i.e. Lifeguard certification, WSI, CPR, AAI fitness certification, computer training courses, etc.)
7. Read the Certification And Release carefully before you sign the application.
8. Sign and date the application where indicated.
9. We will cross-reference your resume and/or application with our current openings on a regular basis, however, it will be necessary for you to reapply after six months.



PERSONAL INFORMATION

Last Name	First	Middle	Date
Street Address		Home Phone ()	
		Cell Phone ()	
City, State, Zip		Business ()	
		Email address:	

Have you previously applied for employment with us? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: When _____ Location _____	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, you will be required to furnish working papers upon hire.
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Have you previously worked for any YMCA? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes: When _____	
YMCA Name & Address _____	

Do you have any pending charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense or other violation of law? Do not include convictions that have been annulled, expunged or sealed by a court. Yes No

If yes, please explain & include dates, court name & location: _____
 (Pending charges or a conviction will not necessarily disqualify an applicant from employment but will be considered in relation to the position sought).

Position(s) Applied For: (Must specify)	Date Available :	Salary Desired:
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Availability Grid	Time/Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Time/Day	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Please place an "X" in each box of when you are available to work ◆.....◆ Status Desired: ___ Full-time ___ Part-time	5:00 AM								2:00 PM							
	5:30 AM								2:30 PM							
	6:00 AM								3:00 PM							
	6:30 AM								3:30 PM							
	7:00 AM								4:00 PM							
	7:30 AM								4:30 PM							
	8:00 AM								5:00 PM							
	8:30 AM								5:30 PM							
	9:00 AM								6:00 PM							
	9:30 AM								6:30 PM							
	10:00 AM								7:00 PM							
	10:30 AM								7:30 PM							
	11:00 AM								8:00 PM							
	11:30 AM								8:30 PM							
12:00 PM								9:00 PM								
12:30 PM								9:30 PM								
1:00 PM								10:00 PM								
1:30 PM																

SPECIAL SKILLS

List all current licenses, permits, certifications and level (CPR, First Aid, Lifeguarding, WSI, CDL, CDA, NJ Teachers Certification, etc.) Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.

TYPE	ISSUING AGENCY	LEVEL	EXPIRES
_____	_____	_____	_____
_____	_____	_____	_____

Computer Knowledge: Have you used a PC? Yes No

Have you used and are you competent in the following software?

Microsoft Windows Publisher Other word processing, spreadsheet, desktop publishing or database management program:
 Word Powerpoint
 Excel Access

Please specify program name: _____

Other Special Training or Skills which you consider relevant to performing the job sought: _____

Volunteer Experience: List any volunteer work you consider relevant to your ability to perform the job sought.

1) Agency Name _____ Volunteered from _____ to _____

Address _____ Phone Number _____

Contact Name _____ Nature of Work Performed _____

2) Agency Name _____ Volunteered from _____ to _____

Address _____ Phone Number _____

Contact Name _____ Nature of Work Performed _____

PERSONAL REFERENCES

Please provide 3 personal references below who have known you for at least 3 years. **Include 1 relative. Do not include employers.**

	NAME	ADDRESS	PHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	Relative: _____	_____	_____

PROFESSIONAL REFERENCES

Please provide three professional references below (supervisors or co-workers from present and previous employers who have knowledge of your work). **Do not include relatives.**

	NAME	PROFESSIONAL RELATIONSHIP	PHONE NUMBER
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

GENERAL INFORMATION

Emergency Contact: 1) Name _____ Daytime Phone _____ Evening Phone _____
Address _____

2) Name _____ Daytime Phone _____ Evening Phone _____
Address _____

How were you referred to the YMCA? Employee Advertisement Drop-In School Agency Other _____

Name of referral source indicated above _____

CERTIFICATION / RELEASE (Please read carefully before signing)

By signing this application, I certify that I have read and fully understand the questions asked in this application. I certify that the information provided by me is true, accurate and complete. I understand that any misrepresentation or omission of fact on this application or during any interview may preclude an offer of employment, or may result in a withdrawal of an employment offer, or may result in my discharge from employment if I am already employed at the time the misrepresentation or omission is uncovered.

I authorize investigation of all statements contained in this application. I authorize the Hunterdon County YMCA (its authorized employees, agents or representatives hereafter referred to as HCYMCA) to secure information about my experience with former employers, education institutions, agencies, references and others and obtain informational reports including, but not limited to, criminal history and consumer reports. I release the HCYMCA (its authorized employees, agents or representatives) from any and all liability which might result from such investigation. I authorize former employers, education institutions, agencies, references and others to provide information concerning my experience and background, releasing all parties from any liability arising therefrom. I understand that, if employed, my continued employment is contingent upon the results of the investigation being acceptable in the sole discretion of the HCYMCA.

I authorize the HCYMCA to supply my employment record, in whole or in part, and in confidence to any prospective employer, government agency, or any other party, with a legal and proper interest.

If I am offered employment, I understand and agree that, if requested, I may be required to undergo a physical examination and that my offer of employment may be conditioned by the examination. I agree to authorize release of all results or information obtained from such physical examinations.

I agree to submit to drug and/or alcohol testing upon request by the HCYMCA. I recognize that the result of these tests may be used to determine my employment or continued employment. I understand and expressly agree that, if employed by the HCYMCA, storage areas provided for me (locker, desk, etc.) are open to investigation by the HCYMCA without prior notice to me.

I consent that photographs that may be taken of me by the HCYMCA are property of the HCYMCA and may be reproduced as the YMCA desires, free from any claim on my part.

I understand that, if employed, the employment relationship between the HCYMCA and me is employment-at-will, and, therefore, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the HCYMCA or myself. Neither the policies of the HCYMCA, nor any other written or verbal communication by a manager or director of the HCYMCA, are intended to create a contract of employment or a warranty of benefits.

I certify that, if employed, I will abide by all rules and regulations of the HCYMCA. I understand that, if employed, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the HCYMCA at its discretion except that the HCYMCA will not modify its policy of employment-at-will in any case.

I understand that completion of this employment application does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above statements and accept the same as a condition of my consideration for employment with the HCYMCA.

Signature of Applicant: _____ Date: _____

Signature of Parent if applicant is under 18 years of age: _____ Date: _____

Parent's Name (please print): _____

FOR HUMAN RESOURCE DEPT USE ONLY:

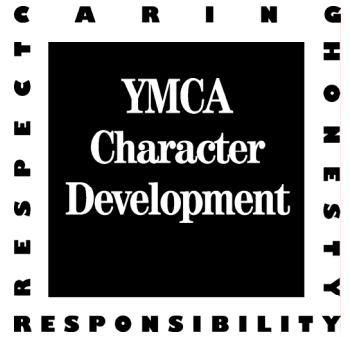
Date rec'd _____ Referred to: _____ Date: _____

Date contacted _____ Referred to: _____ Date: _____

Notes/Comments: _____



Hunterdon County YMCA



STATEMENT OF APPLICANT

In the Hunterdon County YMCA's efforts to attract the highest quality staff, I have been advised that as a part of the application process for employment with the YMCA, an extensive inquiry will be made concerning my prior employment, activities, character and health, and I fully consent to and authorize all such inquiries.

In the event of my employment by the Hunterdon County YMCA, I will comply with all policies set forth in the Employee Handbook and with other policies established from time to time by the Association. I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made concerning my background, experience and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment. I understand that my continued employment may be contingent upon a physician's statement showing me to be in good health and a clean criminal history background check.

I understand that it is this Association's option to secure conviction criminal history information as a part of the employment screening process. I have provided the following information for the sole purpose of obtaining a criminal history file search. I understand that the Hunterdon County YMCA does not condone child abusers and that, as a part of this investigation, the Hunterdon County YMCA will be seeking information in my background related to child abuse.

Name _____
Last First Middle

Maiden name/names previously used _____

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment or, after employment, may be cause for termination of employment with the YMCA.

I understand that the YMCA will take any allegations or suspicions of child abuse seriously and will report such allegations to the police and state agencies for investigation. I also understand that, if hired as a YMCA employee or volunteer, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, especially babysitting or inviting children to my home.

I understand that the YMCA follows the Character Development values of Caring, Honesty, Respect & Responsibility and that, if hired, I will be expected to display and uphold these values during my employment with the YMCA.

I understand and agree that, if I am employed, there is no contract period for employment and my employment would be solely an "employment at will" giving either me or the YMCA the right to terminate my employment at any time for any reason without liability or obligation except for my regular pay through the date of termination.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

Signature of Applicant

Date

PLEASE COMPLETE BACK OF FORM

PLEASE LIST ALL PREVIOUS ADDRESSES (Use additional sheet if needed)

PLEASE PRINT

FROM:

TO:

Mo _____ Yr _____ Mo _____ Yr _____

Present Street Address

City, State, Zip

FROM:

TO:

Mo _____ Yr _____ Mo _____ Yr _____

Previous Street Address

City, State, Zip

FROM:

TO:

Mo _____ Yr _____ Mo _____ Yr _____

Previous Street Address

City, State, Zip

FROM:

TO:

Mo _____ Yr _____ Mo _____ Yr _____

Previous Street Address

City, State, Zip

FROM:

TO:

Mo _____ Yr _____ Mo _____ Yr _____

Previous Street Address

City, State, Zip

FROM:

TO:

Mo _____ Yr _____ Mo _____ Yr _____

Previous Street Address

City, State, Zip