



# ELKINS-RANDOLPH COUNTY YMCA JOB APPLICATION

Thank you for your interest in applying for employment with the Elkins-Randolph County YMCA. We are an equal opportunity employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the YMCA to comply with all applicable federal, state, and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this application for employment as thoroughly as possible.

## PERSONAL INFORMATION

NAME: Please PRINT or TYPE	Telephone No.
ADDRESS: Street Number and Name, City, State, Zip Code	E-mail:
Can you, after employment, submit verification of your legal right to work in the United States? YES                      NO	
Are you over 18?	If hired, do you have a reliable means of transportation to get to work? YES                      NO                      YES                      NO
Have you ever been convicted of a felony, or for child abuse or sex-related crimes? (Do not include marijuana related convictions which occurred more than two years prior to the date of this application. A conviction will not necessarily disqualify you.) YES                      NO If yes, please explain:	
Please refer to the job description for the position to which you are applying. Are you able to perform all of the tasks with or without an accommodation? YES                      NO  Please describe below which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need:	
<b>Notice to All Applicants:</b> 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, we have an open door for parents in our childcare programs, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.	

## EMPLOYMENT DESIRED

POSITION desired:		Date Available	# Hours Preferred
<b>List available days/hours:</b>			
Sunday	Monday	Tuesday	Wednesday
Thursday	Friday	Saturday	
Are you presently employed?    YES            NO    If yes, may we contact your present employer?    YES            NO			
Have you ever applied at the YMCA before?		Have you ever been employed by a YMCA before?	
YES	NO    If yes, when?	YES	NO    If yes, when?
How did you hear about this opening?			
Advertisement    Employee Referral    Name of Employee _____    Other _____			

## EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended From	To	Graduate? (Yes/No)	Degree/ Certificate	Major/ Subject
High School					
College/University					
College/University					
Highest Degree Earned					
(Circle one number only): 1. High School    2. Associate    3. Bachelor    4. Master    5. Doctorate					
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, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.)					

## U.S. MILITARY SERVICE DATA

Branch:
List Special Training or Skills:

## EMPLOYMENT DATA

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			PERSONNEL USE ONLY	
<b>Company Name</b> <b>Phone No.</b>		<b>Dates of Employment</b> From (Mo/Yr) to (Mo/Yr)		
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title	<b>Base Rate of Pay</b> Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				
<b>Company Name</b> <b>Phone No.</b>		<b>Dates of Employment</b> From (Mo/Yr) to (Mo/Yr)		
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title	<b>Base Rate of Pay</b> Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				
<b>Company Name</b> <b>Phone No.</b>		<b>Dates of Employment</b> From (Mo/Yr) to (Mo/Yr)		
Address (Include Street, City, State, Zip Code)				
Job Title-Start	Job Title	<b>Base Rate of Pay</b> Start                      Final		
Supervisor (Name & Title)				
Description of Job Duties				

## REFERENCE DATA

### PROFESSIONAL/WORK REFERENCES WE MAY CONTACT

Name	Address	Phone

## PRE-EMPLOYMENT CERTIFICATION

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

I understand that falsification, misrepresentation, or omission of facts will result in the immediate removal of my application from consideration. I authorize the Elkins-Randolph County YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide authorization concerning my experience releasing all parties from any liability arising there from including a criminal background check.

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.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PARENT (IF APPLICANT IS UNDER 18) \_\_\_\_\_ DATE \_\_\_\_\_