

Employment Application Form

Geary Family YMCA Mission Statement

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

OUR HIRING POLICY

It is the policy of the Geary Family YMCA that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, creed, color, religion, sex, national origin, age, disability, marital status, pregnancy, sexual orientation, veteran status, or any other characteristic protected by law. In addition, it is the Geary Family YMCA's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, racial or ethical.

Your application will be considered 'active' until the position for which you are applying has been filled or for 60 days, whichever is sooner. If you are hired, proof of citizenship or immigration status will be required.

Applicant Name: _____ ☎ Phone _____

✉ Email Address: _____

Please Note: If you need assistance in completing this application, please ask a staff member.

Personal Information


Full Name: _____

 Present Address: _____

ZIP Code : _____

How long have you resided at this residence? _____

 Phone No : _____

 Previous Address: _____

ZIP Code: _____

How long did you reside at this residence? _____

Have you been convicted of a felony within the last 7 years? Yes* No

*If yes, explain.

Have you been convicted of a misdemeanor within the last 5 years? Yes* No

*if yes, explain.

****This will not necessarily disqualify you from employment.****

Are you 18 years of age or older? Yes No If not, how old are you? _____

Are you legally eligible for employment within the United States of America? Yes No

Person to notify in case of an emergency: Name: _____

 Contact Number(____)_____



Education

Name, Street address, City/State for each School listed

Course type/Major

Graduate (Yes/No)

Degree Received

	Name, Street address, City/State for each School listed	Course type/Major	Graduate (Yes/No)	Degree Received
High School				
College				
Graduate School				
Trade, Business				
Other				

Approximate Grade Average: High School_____ College_____ Class Rank(HS)_____

*** Activities and Skills***

List any activities or skills, other interests, or information that you feel could be of use while evaluating your qualifications for the positions you seek(e.g. professional societies, academic achievements, military or other organizations) You may exclude information revealing race, color, national origin, religion, ancestry, disability or veteran status.

List any hobbies or special interests outside of business

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Computer Knowledge

I have used the following software:

Name of software package

Word Processor

Spread Sheets

Data Base Management

Other

Have you applied for employment with the Geary YMCA in the past? Yes No
If yes, please give details.

Have you ever worked for the Geary Family YMCA in the past? Yes No
If yes, please give details.

Have you ever volunteered at the Geary Family YMCA? Yes No Please give details.

Type of Employment preferred (please circle one) Full Time Part Time Temporary As Needed

Position you are applying for: _____

Your Available Start date: _____

Your Weekly Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.						
P.M.						

Do you have any relatives/household members currently employed at this YMCA facility? Yes No

If yes, Please write name(s) and their relationship to you:

How did you hear of our open position?

Name of the referral Source

YMCA staff

YMCA member

School

Social Media

Other (please specify) _____

Walk - in

Advertisement

YMCA Website

Employment

Please begin with your most recent employer. List all employment no matter how short term. May we contact your present employer at this time? Yes No

Have you ever been disciplined, discharged, or asked to resign from any position?

Yes No

If yes, please explain: _____

**This will not necessarily disqualify an applicant from gaining employment.*

Company Name: _____

Employed from: (M/Y) _____ To (M/Y) _____ Wages: Start: _____ Finish _____

Street Address _____

City _____ State _____ Zip Code _____ Phone # _____

Supervisor's Name _____ Position Title _____

Description of duties: _____

The reason for leaving _____

Company Name: _____

Employed from: (M/Y) _____ To (M/Y) _____ Wages: Start: _____ Finish _____

Street Address _____

City _____ State _____ Zip Code _____ Phone # _____

Supervisor's Name _____ Position Title _____

Description of duties: _____

The reason for leaving _____

Company Name: _____

Employed from: (M/Y) _____ To (M/Y) _____ Wages: Start: _____ Finish _____

Street Address _____

City _____ State _____ Zip Code _____ Phone # _____

Supervisor's Name _____ Position Title _____

Description of duties: _____

The reason for leaving _____

Company Name:_____

Employed from: (M/Y)_____ To (M/Y)_____ Wages: Start:_____ Finish_____

Street Address_____

City _____ State_____ Zip Code _____ Phone #_____

Supervisor's Name_____ Position Title_____

Description of duties:_____

The reason for leaving _____

Company Name:_____

Employed from: (M/Y)_____ To (M/Y)_____ Wages: Start:_____ Finish_____

Street Address_____

City _____ State_____ Zip Code _____ Phone #_____

Supervisor's Name_____ Position Title_____

Description of duties:_____

The reason for leaving _____

Release

I,(print your name)_____, having made an application for employment with the Geary Family YMCA, and desiring it to be informed as to my ability, reasons for leaving employment, character, reputation for honesty, financial responsibility, habits and any records of convictions. I hereby authorize it to investigate and to ascertain any and all information which may concern any or all of the foregoing, whether same is of record or not. I hereby release my present and former employers, any city, county, or State law enforcement agencies, and all persons whomsoever from any damage resulting from furnishing said information.

Your Signature_____ Today's Date_____

TRUTH

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that The Geary Family YMCA is relying on my complete honesty. I understand that any inaccuracy, misrepresentation, or incomplete answer provided by me in this application will cancel the application or may result in termination if I have been employed

INVESTIGATION

I understand that, as a condition of employment, the YMCA must receive favorable results from its pre-employment investigation. This investigation includes, but may not be limited to current employer reference checks, former employer reference checks, personal reference checks, criminal records checks and possibly a review of my driving record if I am applying for a position that involves driving.

I hereby authorize the Geary Family YMCA to conduct an investigation to obtain any requested information and to investigate all statements made by me in this application. I hereby direct former employers, all personal references, individuals, and all applicable government agencies to respond to the Geary Family YMCA concerning my application for employment. I understand that the information released or provided is for business use by the Geary Family YMCA and may be disclosed to third parties as necessary in the conduct of its business. If I am hired, I authorize the Geary Family YMCA to supply my employment record, in whole or in part, to any prospective employer, government agency, or other party with a legal and proper interest. I release the Geary Family YMCA, my former employers and their employees, and any individual, including record custodians, from any and all liability for any damage that may result from furnishing any information to the Geary Family YMCA. I also understand that if I am employed as a driver, I must be eligible for coverage under the Geary Family YMCA insurance policy. If I am denied coverage, I will likely be terminated.

I am not subject to a covenant-not-to-compete agreement, or any other work restricting agreement. I agree to indemnify and hold the Geary Family YMCA harmless for any damages and legal expenses in the event that this representation and warranty is or becomes false. I agree not to use any confidential or proprietary information from prior employment with Geary Family YMCA and agree not to disclose any information I am contractually or otherwise legally bound to keep confidential.

EMPLOYMENT AT WILL

I understand that if I am employed by the Geary Family YMCA, I be and employee at will. My employment can be terminated at any time by me or the Geary Family YMCA with or without notice, and with or without reason in accordance with the laws of the jurisdiction in which I am employed. If I am employed, the terms and conditions of my employment, my compensation, and my benefits may be changed at any time by the Geary Family YMCA. Any oral statements or promises to the contrary are not binding on the Geary Family YMCA. If hired, I will comply with all rules and regulations of the Geary Family YMCA.

Signature

Today's Date