

# YOUNG MEN'S CHRISTIAN ASSOCIATION OF GREENSBURG

Equal Opportunity Employer

This association does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, religion, national origin, sex, gender, marital status, disability, age or veteran status or any other classification protected by law. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position which you are applying.

We are committed to hiring conscientiously and maintaining a healthy and safe workplace. All offers of employment are contingent upon successful completion of a thorough background check and, where applicable a pre-employment, post offer drug screen, physical examination if required by program, FBI, PA criminal background, Pennsylvania child abuse history clearance.

**For employment consideration, please fully complete all areas of this application. A resume is welcome, but not as a substitute for application. It is important that this form be completed accurately and in its entirety. Errors and/or omissions on this form can result in significant delays, termination of the application process, or even termination of your employment if the errors/omissions are discovered after the commencement of employment. PLEASE PRINT CLEARLY.**

## APPLICANT INFORMATION

Last Name		First		M.I.	
Street Address		City		State	Zip
Other Names Used			Are you at least 18 years of age?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Phone			Cell Phone		
E-mail Address			Date Available		Desired Salary
Indicate Jobs of Interest				Referral Source	
Are you applying for a position that requires the operation of a motor vehicle? If yes, Driver's License Number _____ Issuing State _____ Class _____ Date Expires _____ <input type="checkbox"/> Check if no license issued					
How many moving violations or accidents resulting in personal injury or property damage during the last three years? _____ Please list:					
Can you, if you receive a job offer, submit verification of your legal authorization to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Were you previously employed by a YMCA? YES <input type="checkbox"/> NO <input type="checkbox"/>			If so, what Location?		
Have you ever pleaded guilty, or been convicted of a criminal offense other than a summary offense? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain (will not automatically disqualify you from employment)					
Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodations? YES <input type="checkbox"/> NO <input type="checkbox"/> If desired, please describe what reasonable accommodation(s) you wish us to consider.					
Please check each box that applies:					
Full Time <input type="checkbox"/>			Part-time <input type="checkbox"/>		Seasonal <input type="checkbox"/>
less 20hr/week <input type="checkbox"/>			Casual <input type="checkbox"/>		Weekends <input type="checkbox"/>
					Weekdays <input type="checkbox"/>
					Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/>

**EDUCATION**

High School/City, State	Highest Grade Completed _____	<input type="checkbox"/> Earned Diploma	<input type="checkbox"/> Earned GED	<input type="checkbox"/> Did not graduate
College/University/City, State	Credits Obtained _____	Major/Courses _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____
Vocational/Technical/City, State	Credits Obtained _____	Major/Courses _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____
Other/City, State	Credits Obtained _____	Major/Courses _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree _____

**PROFESSIONAL REGISTRATIONS, LICENSES, OR ACCREDITATIONS**

TYPE	REGISTRATION NO.	EXPIRATION DATE

List equipment, machinery, training, volunteer work, or special skills relative to your ability to perform the essential functions of the position for which you are applying. Include your skill level and/or years of experience.

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**EMPLOYMENT Please account for all periods of employment. If there is not enough room, please use additional sheets.**

<b>EMPLOYER</b>				Job Title	
Phone				Supervisor	
				*May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
From	To	Starting \$ Salary	Ending \$ Salary	Reason for Leaving	
Responsibilities					
<b>EMPLOYER</b>				Job Title	
Phone				Supervisor	
				*May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
From	To	Starting \$ Salary	Ending \$ Salary	Reason for Leaving	
Responsibilities					
<b>EMPLOYER</b>				Job Title	
Phone				Supervisor	
				*May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO	
From	To	Starting \$ Salary	Ending \$ Salary	Reason for Leaving	
Responsibilities					

List Dates and provide Explanation in Gaps of Unemployment

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**COMPLETE IF APPLYING TO WORK WITH CHILDREN**

Why do you want to work with and care for children? \_\_\_\_\_  
\_\_\_\_\_

What age group do you prefer to work with? Why? \_\_\_\_\_  
\_\_\_\_\_

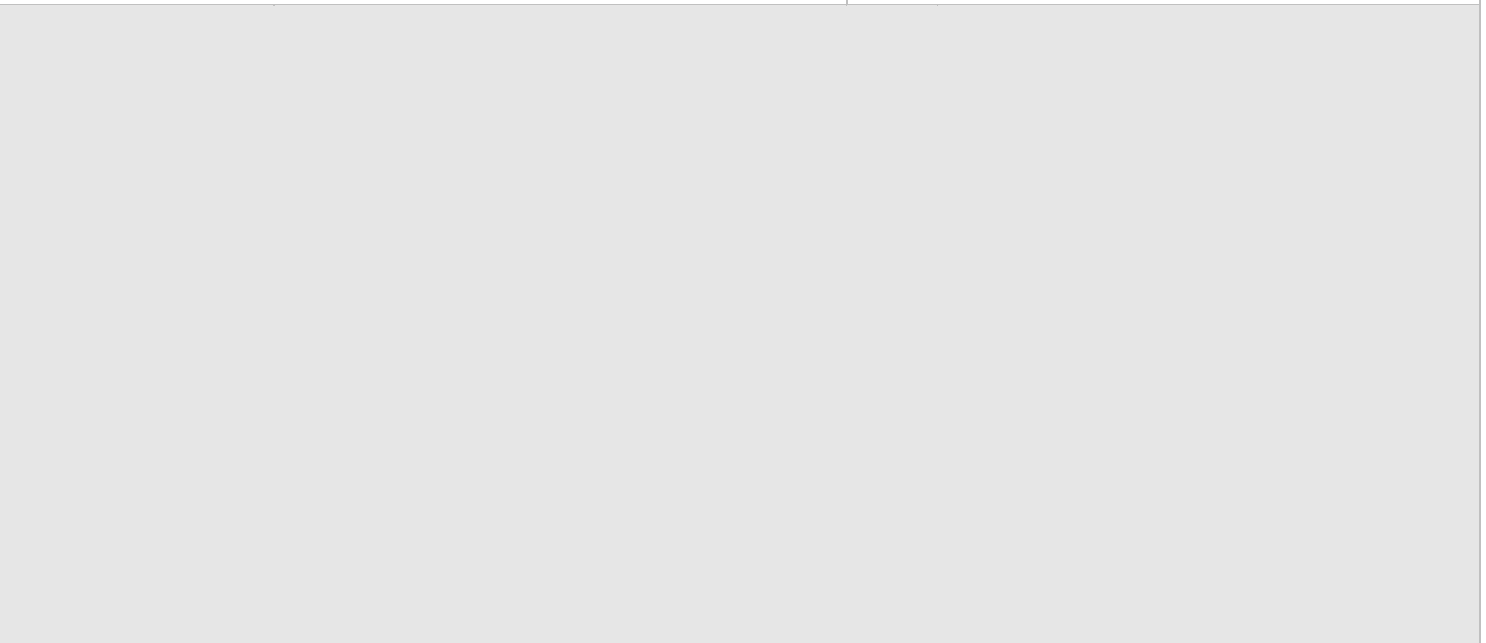
What is your philosophy about discipline? \_\_\_\_\_  
\_\_\_\_\_

Are you a convicted pedophile or child abuser? Yes No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime/wrongdoing against a child? Yes No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES Please list five professional references.**

<b>Full Name</b>	Title
Company	Phone
<b>Full Name</b>	Title
Company	Phone
<b>Full Name</b>	Title
Company	Phone
<b>Full Name</b>	Title
Company	Phone
<b>Full Name</b>	Title
Company	Phone



**DISCLAIMER AND SIGNATURE****PLEASE READ CAREFULLY**

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the Greensburg YMCA. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the Greensburg YMCA (its authorized employees, agents or representatives) with any relevant information that may be required to arrive an any employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment.

In the event I am employed, I understand that all employees are subject to termination at the sole discretion of the Greensburg YMCA. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time and, if I choose to give proper notice of termination, the association may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the Greensburg YMCA, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Greensburg YMCA at the Greensburg YMCA's discretion.

I also understand that, if employed, any misrepresentation or omission of a material fact made by me completing this application shall be considered as sufficient cause for my dismissal without advance notice regardless of the time elapsed before discovery.

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

In the event of my employment, I will comply with all rules and regulations as set forth in the Greensburg YMCA's policy manual or other communications distributed to employees.

The Greensburg YMCA endorses and enforces its policies and practices to prevent child abuse. All candidates will be subject to a thorough background investigation to screen out child offenders.

My signature is likewise my consent for the Greensburg YMCA to perform a pre-employment, post-offer drug screen. I understand the drug test will be for illegal drugs, unauthorized use of legal drugs and/or alcohol, and that a positive result will be grounds for any offer of employment to be withdrawn or, if working on a contingency basis, for such employment to be immediately terminated.

I understand that beginning and continuing employment at the Greensburg YMCA depends, in part, on the following:

1. Passing a drug screening and/or physical examination if required by the program to which I am applying.
2. Satisfying the Greensburg YMCA's requirements concerning:
  - A. My driving record
  - B. My PA criminal history clearance
  - C. My PA child abuse clearance
  - D. My FBI clearance
  - E. Reference checks, and
  - F. Documents required by law

I understand that as long as my employment with the Greensburg YMCA lasts, the Greensburg YMCA may invoke any or all of the above requirements at any time, even if I have previously satisfied those requirements.

I understand that any offer of employment I may receive is contingent upon the successful completion of the background investigation including the items listed above and, likewise, such offer may be rescinded based on negative findings or, if working on a contingency basis, my employment may be immediately terminated.

I understand that completion of this form 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 employment with the Greensburg YMCA.**

Signature:

Date:

***This application is a legal document and the information must be true to the best of your knowledge.***