



Meadowlands Area YMCA

Rev. 3-1-11

2011

Application for Employment

** Notice to Applicants **

The YMCA maintains a "zero tolerance" for child abuse and/or substance abuse.

Criminal background check and other federal or state screenings for child abuse will be conducted.

Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

Position(s) being applied for: _____

We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws. Reasonable accommodations will be made for applicants with disabilities and qualified new hires.

Please type or print. Application must be completely filled out in order to be considered.

Personal Data

Name _____

Home Phone _____

Address _____

Cell Phone _____

City _____ State _____ Zip _____

Email Address _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

- Have you previously worked for any YMCA? Yes No If yes, when _____

YMCA Name & Address _____

- Are you 18 years of age or older? Yes No If not, you will be required to furnish working papers upon hire.
- 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?
 - No Yes, detail _____
- Offenses against persons or family, or public indecency?
 - No Yes, detail _____

Answering "yes" to these questions does not constitute an automatic bar to employment but will be considered in relation to the position sought.

Employment Availability

What type of position are you applying for: Full time Regular Part-time Seasonal Other

When are you available (check all that apply)? Available start date? _____

Mornings Days Evenings Late Evenings Weekends

Any restrictions to work hours? _____

Salary Desired: \$ _____

Employment & Volunteer History

Provide the following information of your past and current employers or assignments, **starting with the most recent** (use additional sheets if necessary).

Employer _____ Telephone _____ () Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/Salary Starting _____	
Immediate supervisor and title _____	\$ _____ per	
Reason for leaving _____		
	Hourly Rates/Salary Final _____	
	\$ _____ per	
Employer _____ Telephone _____ () Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/Salary Starting _____	
Immediate supervisor and title _____	\$ _____ per	
Reason for leaving _____		
	Hourly Rates/Salary Final _____	
	\$ _____ per	
Employer _____ Telephone _____ () Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
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Immediate supervisor and title _____	\$ _____ per	
Reason for leaving _____		
	Hourly Rates/Salary Final _____	
	\$ _____ per	
Employer _____ Telephone _____ () Address _____	Dates Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Hourly Rates/Salary Starting _____	
Immediate supervisor and title _____	\$ _____ per	
Reason for leaving _____		
	Hourly Rates/Salary Final _____	
	\$ _____ per	

Non-employment Record

Include explanation of all lapses in employment on preceding page.

From		To		Reason
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Education

School Name & Address (high school, college, trade)	Major Course or Degree Program	Diploma/Degree Received

References

List at least three references/persons that know you well and can attest to your abilities and suitability for YMCA employment *(one reference must be a family member)*.

Name	Phone Number	Relationship to you	Years Known
1.			
2.			
3.			

Additional Information

Do you hold current CPR certification? Yes No

Expiration: _____

Do you hold current first aid certification? Yes No

Expiration: _____

Do you hold current lifeguarding certification? Yes No

Expiration: _____

Other relevant certifications held:

Type: _____ Expiration: _____

Type: _____ Expiration: _____

How did you find us? (if applicable)

- Walk-in
- Signs at Center
- Web Page
- Referral
- Advertisement
- Relative
- Employee
- Private Employment Agency
- Other _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the YMCA is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the YMCA's service, whenever it is discovered.

Initial _____

I expressly authorize, without reservation, the YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered.

Initial _____

I understand upon offer of employment, the YMCA will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment.

Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser.

Initial _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant.

Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. **Employment with the YMCA is employment at will** which means that employees may end their employment at any time, for any reason; and that the employer (the YMCA) may terminate employees at any time for any reason, with or without cause.

Initial _____

STATEMENT ON ABUSE PREVENTION POLICY

This is a policy that we explain to each and every one of our candidates. The YMCA knows that, unfortunately, there may be people who want to work or volunteer here for the wrong reasons. But we are sure you'll be pleased to hear about the active and, we believe, effective effort we make to prevent sexual and physical abuse. First, we attempt to screen out offenders whenever possible; for example, we do a very thorough background check, including criminal history.

Second, we structure the program so that one staff member or volunteer is never left alone with one child or anyone else that is vulnerable. We try to prevent any opportunity for abuse, and we periodically interview children and others about their experiences in the program.

Third, we take any and all allegations, including those from children, very seriously. We refer all allegations to the authorities for investigation, and we cooperate fully with any investigation. Wrongdoers need to know that this is a very risky place to attempt to abuse children or anyone who is vulnerable. Most everyone appreciates this thorough process, which not only protects the people in our care, but also minimizes the potential for false accusations of abuse against innocent staff members and volunteers. I have read and understand the Statement of Abuse Prevention Policy.

Initial _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and

**I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.
Do not sign until you have read and initialed the above statements!**

Signature of Applicant

Date

If you are offered employment with us, you will be bound by our Code of Conduct:

1. In order to protect YMCA employees, volunteers and program participants, at no time during a YMCA Program may an employee and/or volunteer be alone with a single child where he or she cannot be observed by others. As employees and/or volunteers supervise children, they should space themselves in such a way that other employees and volunteers can see them.
2. Employees and/or volunteers shall never leave a child unsupervised.
3. Employees and/or volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Employees and/or volunteers will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the employee and/or volunteer (not being alone with the child). If employees and/or volunteers are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in threes, and whenever possible, with employees and/or volunteers.

4. Employees and/or volunteers should conduct or supervise private activities in pairs - diapering, putting on of bathing suits, taking showers, etc. When this is not feasible, employees and/or volunteers should be positioned so that they are visible to others.
5. Employees and/or volunteers should not abuse children, including:
 - a) Physical abuse - to strike, spank, shake, or slap;
 - b) Verbal abuse - to humiliate, degrade, threaten;
 - c) Sexual abuse - to inappropriately touch or verbal exchange
 - d) Mental abuse - shaming, withholding love, cruelty;
 - e) Neglect - withholding food, water, basic care, etc.
 Any type of abuse will not be tolerated and may be the cause for immediate termination.
6. Employees and/or volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism. Employees and/or volunteers will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (where it is necessary to protect the child or other children from harm), and is only administered in a prescribed manner, and must be documented in writing.
7. Employees and/or volunteers will conduct a health check of every child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Employees and/or volunteers will respond to children with respect, consideration and treat all children equally regardless of sex, race, religion or culture.
9. Employees and/or volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable, and their right to say "no." Other than when it is necessary for diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Employees and/or volunteers will refrain from intimate displays of affection towards others in the presence of children, parents and other employees and volunteers.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, employees and/or volunteers will abide by the standards of conduct set forth by the YMCA.
12. Employees and/or volunteers must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or the use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Employees and/or volunteers must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Employees and/or volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Employees and/or volunteers may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleep-overs, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Employees and/or volunteers are not to transport children in their own vehicles.
20. Employees and/or volunteers may not date program participants under the age of 18 years of age.
21. Under no circumstances should employees and/or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. Written parent authorization must be on file with the YMCA for an adult to be considered authorized.
22. Employees and/or volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Employees and/or volunteers will act in a caring, honest, respectful and responsible manner.

I _____ understand that by signing this, I acknowledge it is not an offer of employment. I further acknowledge that I read and agree to abide by the above if I am offered employment.

Signature: _____ Date: _____

Applicants under age 18:

I have read and accept the terms herein on behalf of my minor child: _____
 Print applicant's name.

 Signature of Parent if Applicant under 18 years of age

 Date

 Parent Name (Print)