



YMCA
We build strong kids,
strong families, strong communities.

YMCA OF GREATER PROVIDENCE APPLICATION FOR EMPLOYMENT

The YMCA of Greater Providence is dedicated to a policy of equal employment opportunity. This Association does not discriminate against individuals in hiring or employment on the basis of any legally protected class, including, race, color, religious creed, national origin, sex, sexual orientation, gender identity, or ancestry, age (over 40) or on the basis of a handicap or disability. The YMCA will make reasonable accommodations for qualified individuals with handicaps or disabilities. The questions on this application are not intended to elicit information regarding membership in any protected class.

Date _____ Position Desired _____ Branch _____

How did you find out about the position you are applying for? Newspaper _____ College Recruiting _____
Job Line _____ Internet _____ Job Fair _____ Walk In _____ YMCA Member/Volunteer _____
YMCA Employee (please include their name and branch) _____
Other (please specify) _____

PLEASE FILL OUT IN INK AND TYPE OR PRINT

Position(s) you are applying for: _____

Type of employment you are looking for: Full Time ___ Part Time ___ Temporary ___ Seasonal ___

YMCA Branch Location: _____

Full Name: _____
(Last) (First) (Middle)

SSN: - -

Current Address _____
City/State/Zip: _____ E-Mail Address: _____
Home Phone Number: _____ Work Phone Number: _____

Are you authorized to work in the United States? yes no
By law, an I-9 form must be completed by you within 72 hours of commencement of employment.

Have you ever filed an application with the YMCA of Greater Providence? yes no
If yes, when? _____

Have you previously been employed by the YMCA of Greater Providence? yes no
If yes, when? _____

Do you have any relatives who are employed by the YMCA of Greater Providence? yes no
If yes, name relative _____

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. Any verified work performed on a volunteer basis may also be included.

Present or Last Employer	Employer	Address	
From:	Supervisor	Phone:	Ending Salary
To:	Duties	Reason for Leaving	

Next Previous Employer	Employer	Address	
From:	Supervisor	Phone:	Ending Salary
To:	Duties	Reason for Leaving	

Next Previous Employer	Employer	Address	
From:	Supervisor	Phone:	Ending Salary
To:	Duties	Reason for Leaving	

Next Previous Employer	Employer	Address	
From:	Supervisor	Phone:	Ending Salary
To:	Duties	Reason for Leaving	

Employers we may contact: _____

EDUCATION

Name & Location of School	Major	Years Completed	Graduate?	Degree or Diploma
Graduate School		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
College/University		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
High School		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	
Other		1 2 3 4	<input type="checkbox"/> yes <input type="checkbox"/> no	

Criminal Record

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry below relative to prior arrests, criminal court appearances or convictions. An applicant for employment may answer "No" if his or her criminal record consists only of one or more of the following: (1) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted; or (2) a case of delinquency or a child in need of services, which does not result in a complaint transferred to the superior court for criminal prosecution.

1. Have you ever been convicted of a felony? Yes No
 If so, list nature of offense, dates of conviction, and dates of any incarceration associated therewith:

2. Have you been convicted of a misdemeanor? Yes No
 If so, please list the nature of the offense, date of conviction, and dates of incarceration associated therewith. You may answer "No" if your criminal record consists of one or more of the following: (1) Any misdemeanor conviction where the date of conviction or completion of incarceration occurred 5 or more years before the date of this application, unless you were convicted of another offense during the past 5 years; or (2) A first conviction for drunkenness, simple assault, speeding, minor traffic offenses, disturbance of the peace, or affray.

Note: A conviction record will not necessarily be a bar to employment.

PLEASE BE ADVISED: The YMCA of Greater Providence is authorized to, and will confirm the above information.

A NOTE TO MASSACHUSETTS AREA APPLICANTS: It is unlawful in the Commonwealth of Massachusetts to require or administer lie detector tests as a condition of employment.

REFERENCES

Please list three business references. If you have never been employed or have not had three employers, you may list three personal, non-family references. Examples of personal references could be a teacher, neighbor, coach, clergyman or family friend.

Name	Phone Number	Relationship
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Name	Phone Number	Relationship
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Name	Phone Number	Relationship
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FOREIGN LANGUAGE PROFICIENCY: Please list any foreign languages you can speak, read, or write

	SPEAK	READ	WRITE
Fluent			
Competent			
Minimal Understanding			

CERTIFICATIONS & TRAINING or ADDITIONAL SKILLS (summer camp, hobbies, etc.)

Name of certification, license or training	Date Completed	Certification/License #	Expiration date

Military Service

Branch: _____ Rank at Discharge _____ Discharge Date _____
 Training or type of work done in Military Service: _____

Statement of Applicant:

In the YMCA of Greater Providence's efforts to attract the highest quality staff, I have been advised that as a part of the application process for employment, an extensive inquiry will be made concerning my prior employment, activities, and character. This inquiry will include an examination of my conviction/criminal history and any information in my background related to child abuse. I fully consent to and authorize all such inquiries. Further, I understand that my continued employment is contingent upon maintaining a "clean" criminal history and having no infractions involving child abuse. I understand that during my employment, should the YMCA learn that I have engaged in or am engaging in possible criminal activity, including, but not limited to concerns regarding child abuse, the YMCA will take these concerns very seriously. I also acknowledge and agree that the YMCA may be obligated to investigate and/or communicate these concerns to certain third parties, including, but not limited to the proper authorities, agencies and other concerned parties.

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 waive any right to claim that such inquiries are an invasion of my privacy, since they are made with my consent and in my interest.

In the event I am hired by the YMCA of Greater Providence, I will comply with all policies set forth in the personnel manual and with other policies established from time to time by the organization. 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, including, but not limited, to babysitting or inviting children to my home.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely "employment at will," giving either me or the YMCA the right to terminate my employment at any time.

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment. I also understand that, if employed, falsified, omitted, or misrepresented statements on this application may constitute grounds for termination of employment with the YMCA.

I hereby acknowledge that I have read, understood and voluntarily agree to the above.

Signature of Applicant

Date

Type or Print Name