



YMCA OF GREATER PROVIDENCE APPLICATION FOR EMPLOYMENT

The YMCA of Greater Providence is committed to providing equal employment opportunity in all employment practices. We prohibit unlawful discrimination based on race, color, religion, creed, sex, sexual orientation, age, national origin, physical or mental disability, ancestry, gender identity or expression, or any other class protected by federal, state, or local laws. The questions on this application are not intended to elicit information regarding membership in any protected class. The YMCA will make reasonable accommodations to enable a qualified individual with a disability to perform the essential functions of his or her job.

Today's Date: ____ / ____ / ____

Name: _____
 First Middle Last

Position for which you are applying: _____

YMCA Branch Location: _____

Circle your availability: Part-Time Full-time Temporary Seasonal

Your address: _____

E-Mail Address: _____ Home or Cell Phone Number: _____

Are you at least eighteen (18) years of age? yes no

Are you authorized to work in the United States? yes no unsure

***By law, an I-9 form must be completed by you within 72 hours of commencement of employment. ***

Please circle how you learned about the position for which you are applying:

YMCA Employee: _____ Walk in Newspaper ad Internet posting
 YMCA Member/Volunteer Job Fair College Recruiting

Have you ever submitted an employment application to any branch of the YMCA of Greater Providence?
 yes no If yes, when? _____

Have you previously been employed by any branch of the YMCA of Greater Providence? yes no
 Have you previously been employed by any YMCA? yes no

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

Will you need reasonable accommodations to participate in the selection procedures (i.e. job interview, written testing, or job demonstration) or to perform the essential functions of the job for which you are applying??
 yes no unsure

EMPLOYMENT HISTORY

Please give accurate and complete information about your employment record. Start with your most recent employment. Any work performed on a volunteer basis (that can be verified) may also be included.

Present or Last Employer	Employer	Address	
From:	Supervisor	Phone:	Last Rate of Pay:
To:	Duties	Reason for Leaving	

Next Previous Employer	Employer	Address	
From:	Supervisor	Phone:	Last Rate of Pay:
To:	Duties	Reason for Leaving	

Next Previous Employer	Employer	Address	
From:	Supervisor	Phone:	Last Rate of Pay:
To:	Duties	Reason for Leaving	

EDUCATION

Name and Location of School	Major/Concentration	Years completed or degree received
High School		
College/University		
Graduate School		
Other		

CERTIFICATIONS, TRAINING, AND ADDITIONAL SKILLS

Certification, training, or skill (including foreign language proficiency)	Description	Certification/License #	Expiration Date (if applicable)

MILITARY SERVICE

Branch: _____ Rank at Discharge _____ Discharge Date _____

Describe your training, type of work done, and related skills associated with your military service:

REFERENCES

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

Name Phone Number/Email Relationship

Name Phone Number/Email Relationship

Name Phone Number/Email Relationship

CRIMINAL RECORD

PLEASE BE ADVISED: The YMCA of Greater Providence is authorized to, and will confirm the information requested below. **NOTE** for Massachusetts area applicants: It is unlawful in the Commonwealth of Massachusetts to require or administer lie detector tests as a condition of employment. Please seek clarification with appropriate legal or court resources if you are unsure about how to answer any of these questions

A conviction record will not necessarily be a bar to employment. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry above 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 no record

If yes, list nature of offense, dates of conviction, and dates of any incarceration associated therewith:

2. Have you been convicted of a misdemeanor? yes no no record

If yes, 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.

STATEMENT FROM APPLICANT

Pre-Employment Background Review

In order to ensure that the YMCA of Greater Providence employs high quality staff, I understand that as part of the application process, an extensive inquiry will be made concerning my background, prior employment, activities, and character. I authorize the YMCA to request my employment record from any former employer(s). I waive any right to claim that such inquiries are an invasion of my privacy, since I am acknowledging that they will be made with my consent. I understand that pre-employment inquiries will also include an examination of my conviction/criminal history as well as any information in my background related to child abuse. I fully authorize and consent to such inquiries.

Employee Conduct Expectations

As an applicant, I understand that if I become an employee of the YMCA of Greater Providence, I am obligated to comply with all policies and practices described in the Employee Handbook as well as other policies and practices described by my supervisor related to my job. 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 the concerns very seriously. Illegal or otherwise problematic off-duty conduct on the part of an employee that unfavorably affects the Association's interests or the employee's ability to perform his or her job will not be tolerated. I understand and acknowledge 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 understand that YMCA employees and volunteers cannot fraternize with YMCA youth members or participants outside of YMCA programs, including, but not limited to, babysitting or inviting children off the YMCA premises.

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that any misrepresentation or omission of facts will exclude my being considered for employment. I understand that if the YMCA discovers that I have falsified, omitted, or misrepresented any statements on this application after I become employed, it may be grounds for immediate termination of employment.

I understand that if hired, employees of the YMCA are employed on an at-will basis. Employment may be terminated at any time by either the employee or the YMCA for any reason not expressly prohibited by law.

I hereby acknowledge that I have read and understood, and voluntarily agree to all information described in this application for employment.

Print Name

Signature of Applicant

Date