



# Raritan Bay Area YMCA Application for Employment

Rec'd _____ / _____ / _____	By _____
Interv'd _____ / _____ / _____	By _____
Hire Date _____ / _____ / _____	
Position _____	
Rate: _____	

We are an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

**PERSONAL INFORMATION** (Please Print)

Name:	Last	First	Middle
Present Address:	Street	City	State      Zip
Permanent Address:	Street	City	State      Zip
Phone Number:	Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
In case of emergency notify: (Do not leave blank)			
Name:	Phone No.		

**STATUS OF ORIGIN**

Are you legally authorized to work in the United States?     Yes     No  
(Form I-9 must be completed to certify eligibility for employment.)

**EDUCATION HISTORY**

	Name and location of school	*Number of years attended	*Did you graduate?	Subjects Studied
Grammar School				
High School				
College				Major:
Skilled Training				

\*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

**EMPLOYMENT DESIRED**

Position:	Date you can start:	Salary Desired:
Are you employed now?	If so, may we inquire of your present employer?	
Ever applied to the YMCA before?	Where?	When?

Have you ever been convicted of a crime? \*\*     Yes     No    If yes, explain: \_\_\_\_\_  
\*\*Answering "yes" to this question does not constitute an automatic bar to employment- Factors such as date of offense, seriousness of nature, of violation, and position applied for will be taken into account.

**PHYSICAL RECORD** (This section must be completed.):

Do you have any physical limitations that preclude you from performing any work for which you are being considered?     Yes     No

If yes, what can be done to accommodate your limitations? Please Describe: \_\_\_\_\_

U.S. Military Branch of Service:	Rank:	Present Membership in National Guard or Reserves:
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**EMPLOYMENT HISTORY**

Provide the following information of your past and current employers, assignments or volunteer activities starting with the most recent. Explain any gaps in employment in the comments section below. (Use additional sheets if necessary)

Company Name:		Dates Employed:	
Address:		From	To
Telephone Number:		Hourly Rate/Salary:	
Job Title:		\$	Per
Supervisor/Title:			
Reason For Leaving:			
Summarize your job functions and responsibilities:			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company Name:		Dates Employed:	
Address:		From	To
Telephone Number:		Hourly Rate/Salary:	
Job Title:		\$	Per
Supervisor/Title:			
Reason For Leaving:			
Summarize your job functions and responsibilities:			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Company Name:		Dates Employed:	
Address:		From	To
Telephone Number:		Hourly Rate/Salary:	
Job Title:		\$	Per
Supervisor/Title:			
Reason For Leaving:			
Summarize your job functions and responsibilities:			
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Comments: \_\_\_\_\_

Skills, qualifications, accomplishments, certifications, activities: \_\_\_\_\_

## PROFESSIONAL REFERENCES

(Please list 3 professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history. For those applicants with no prior work history, please provide the name of a guidance counselor, teacher, coach, clergy, etc.)

Name of Supervisor:	Title:
Company Name:	
Company Address:	
Company Phone Number: (      ) -      Extension	

Name of Supervisor:	Title:
Company Name:	
Company Address:	
Company Phone Number: (      ) -      Extension	

Name of Supervisor:	Title:
Company Name:	
Company Address:	
Company Phone Number: (      ) -      Extension	

## PERSONAL REFERENCES

(Please list 2 personal references- 1.\* must not be related 2. \*\* a family reference)

1. *Name:	Years Acquainted:
Address:	
Company Phone Number: (      ) -      Extension	
Occupation:	
How do you know this individual?	

2. **Name:	Years Acquainted:
Address:	
Company Phone Number: (      ) -      Extension	
Occupation:	
How do you know this individual?	

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

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 (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's services whenever it is discovered.

I authorize, without reservation, the Raritan Bay Area YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Raritan Bay Area YMCA does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Raritan Bay Area YMCA is an "at-will" employer and reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration are valid unless they are in writing and signed by the Chief Executive Officer and the Board President.

I also 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 a Form I-9 in this regard.

I also understand that the Raritan Bay Area YMCA does perform a criminal background check and agree to this process.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

I have read the above statement, understand it and accept all terms of the above statement:

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Signature of Applicant

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Date