

Please read before completing this application:

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the YMCA to comply with all applicable legislation concerning equal opportunity in employment.

Personal Data

Name _____

Date _____

Address _____

_____ Street City Zip

Previous Address _____

_____ Street City Zip

Cell Number _____ Home Number _____

Are you over 18? Yes _____ No _____ Are you authorized to work in the U.S.? Yes _____ No _____

Have you ever been convicted of a felony, or child abuse or sex-related crime? (Do not include marijuana related convictions which occurred more than two years prior to the date of application.) Yes _____ No _____ If yes, please explain:

Employment Desired

Position Applying for _____ Part Time _____
Full Time _____

Date Available _____ Salary Desired _____

Have you ever applied at the YMCA before? Yes _____ No _____ If yes, when?

Have you ever worked at the YMCA before? Yes _____ No _____
If yes, when/where?

How were you referred to the YMCA?

Education

Education	Print Name, City and State for each school listed	Dates	Major	Graduated ?
High School		To:		
		From:		
College		To:		
		From:		
College		To:		
		From:		
Trade School		To:		
		From:		
Other		To:		
		From:		

Are you presently in school? Yes _____ No _____ If yes, give expected completion date _____

List courses you are taking _____

Employment History

Current, or last, employer _____ Employed from _____ to _____

City _____ State _____ Salary Start _____
End _____

Your Title _____ Name of Supervisor _____

Briefly describe your responsibilities _____

Did you work with children in this position? Yes _____ No _____ If yes, please give description of the children:

Number of children _____ Age group _____ Gender: Male _____ Female _____

Both _____

Any experience supervising staff in this position? Yes____ No____ If yes, describe_____

Reason for terminating?

What did you like most about this job?

What did you like least about this job?

May we contact this employer while we are considering your application? Yes____ No____

Previous employer_____ Employed from_____ to_____

City_____ State_____ Salary Start_____ End_____

Your Title_____ Name of Supervisor_____

Briefly describe your responsibilities_____

Did you work with children in this position? Yes____ No____ If yes, please give description of the children:

Number of children _____ Age group_____ Gender: Male_____ Female _____ Both _____

Any experience supervising staff in this position? Yes____ No____ If yes, describe_____

Reason for terminating?

What did you like most about this job?

What did you like least about this job?

May we contact this employer while we are considering your application? Yes____ No____

Previous employer_____ Employed from_____ to_____

City _____ State _____ Salary Start _____
End _____

Your Title _____ Name of
Supervisor _____

Briefly describe your
responsibilities _____

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Number of children _____ Age group _____ Gender: Male _____ Female _____
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describe _____

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Any experience supervising staff in this position? Yes _____ No _____ If yes,
describe _____

Reason for terminating?

What did you like most about this job?

What did you like least about this job?

May we contact this employer while we are considering your application? Yes _____ No _____

Other experience/skills that may be relevant to the job duties:

References

Name & Address	Phone Numbers	Relationship	Known how long?

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

What age group or gender do you prefer to work with? Why?

What is your philosophy about discipline?

What do you do when you are upset or angry about something?

Other than through employment how are you involved with children?

List the 3 greatest strengths and the 3 most difficult problems you have in working with children.

Greatest Strengths:

1. _____

2. _____

3. _____

Most Difficult Problems:

1.

2.

3.

YMCA Staff Code of Ethics

1. Staff will not verbally, physically, emotionally or sexually abuse a child.
2. Staff will not be alone with children except with prior approval of senior management or in an emergency.
3. Staff will not use profanity in the presence of children, parents, participants, or other staff.
4. Staff will not display intimate affection towards others in the presence of children, parents, or other participants.
5. Staff will not accept gifts or money from children, parents or other participants, nor will staff give gifts or money to children, parents or other participants.
6. Staff/volunteers will not socialize, associate, or provide services (such as babysitting, private lessons, etc.) for program participants under the age of 18 outside of YMCA activities. There will be no exceptions unless individually approved by the President/CEO.
7. Staff will report all suspected abuse or neglect of a child to the Child Protective Services of the Texas Department of Protective and Regulatory Services and law enforcement agencies, as required by Texas State Law.
8. Staff will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact, and maturity.
9. Staff will treat all children, regardless of age, race, religion, ethnicity, gender or disability with respect, compassion and kindness.
10. Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement, and redirection.
11. Staff will never leave a child unsupervised.
12. Staff will appear clean, neat and appropriately dressed.
13. Staff will not attend work with physical or psychological conditions that might adversely affect children's health and safety.
14. Staff will not use tobacco products during working hours in the presence of children or parents.
15. Staff will not use, possess, or be under the influence of alcohol or illegal drugs during working hours.

I have read and understand the Staff Code of Ethics. I understand that any violation may result in termination. Being fully aware of the matters contained in the Staff Code of Ethics, I still desire consideration for employment by the YMCA.

Applicant Signature

Date

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefore.

I agree to submit to legally permissible drug and/or alcohol testing upon request by the YMCA. I recognize

that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the YMCA storage areas provided for me (locker, desk, etc) are open to investigation by the YCMA without prior notice to me.

If I am employed by the YMCA I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the CEO of the YMCA, no manager, supervisor or representative of the YMCA has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of the YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the YMCA.

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

Applicant Signature

Date