



**Morris Center YMCA**

*We build strong kids,  
Strong families,  
Strong communities.*

[www.morriscenterymca.org](http://www.morriscenterymca.org)

**Employment Application**

**Morris Center YMCA** 79 Horsehill Road, Cedar Knolls, NJ 07927

**Richard F. Blake Children’s Center** 65 Horsehill Road, Cedar Knolls, NJ 07927

**YMCA Mission**

*To strengthen our communities by providing programs that incorporate the values of caring, honesty, respect and responsibility that build healthy spirit, mind and body for all.*

The Morris Center YMCA considers applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

**GENERAL INFORMATION**

Today’s Date \_\_\_\_\_ SS# \_\_\_\_\_  
 First Name \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apt# \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Have you ever been employed by the YMCA before?  YES  NO  
 If Yes, what branch? \_\_\_\_\_ Position \_\_\_\_\_

**I am interested in the following positions (check all that apply):**

- Babysitting                       Lifeguard                                       Preschool Class Instructor
- Camp (Seasonal)                       Maintenance                                       School Age Child Care
- Clerical                                       Member Service/Sales/Reception                       Swim Instructor
- Fitness Center Instructor                       Outreach Programs                                       Youth Sports Instructor
- Fitness Class Instructor-Style: Step, Yoga, etc: \_\_\_\_\_ Other \_\_\_\_\_

Date available to begin work \_\_\_\_\_

Please indicate the hours and days you are available to work during days and evenings. Facility hours vary between 5:30 AM-10:00 PM.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

How did you hear about this position?

- Advertisement (Where \_\_\_\_\_)
- YMCA Employee (Who \_\_\_\_\_)
- YMCA Vacancy List
- Other \_\_\_\_\_

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**EMPLOYMENT HISTORY**

Starting with the present or most recent, list all previous employers. Include self-employment, summer, part time jobs and all periods of unemployment. Use additional paper if necessary.

Company Name \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_  
Job Title \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Summary of Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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Company Name \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_  
Job Title \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Summary of Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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Company Name \_\_\_\_\_ Employed From \_\_\_\_\_ to \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_  
Job Title \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Summary of Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

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**VOLUNTEER HISTORY**

You may exclude anything that may indicate race, color, religion, gender, national origin, age, handicap or status as a veteran.

Organization Name \_\_\_\_\_ Volunteer From \_\_\_\_\_ to \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Supervisor/Title \_\_\_\_\_  
Job Title \_\_\_\_\_ Rate of Pay \_\_\_\_\_  
Summary of Work Performed \_\_\_\_\_  
\_\_\_\_\_

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**EDUCATION & SKILLS**

Education	Name & Location of School	Degree Area or Relevant Course Work	Diploma
High School			
College/University			
College/University			
Other Training or Education			

**Certifications (Copies will be required upon hire)**

\_\_ First Aid \_\_\_\_\_ Expiration                      \_\_ CPR \_\_\_\_\_ Expiration  
\_\_ Lifeguard \_\_\_\_\_ Type & Expiration                      \_\_ CDL \_\_\_\_\_ Expiration  
\_\_ Fitness Certification \_\_\_\_\_ Types & Expiration

Why are you applying to work at the YMCA? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your qualifications for the position you are applying for? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your interests and hobbies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PERSONAL REFERENCES**

Please list a reference who is related to you and 2 who are not and have known you for at least one year.

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Address \_\_\_\_\_

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Are you over 18 years of age?  Yes  No  
If not, can you obtain a valid work permit?  Yes  No

Have you ever been disciplined or discharged from a position for absenteeism, tardiness, failure to notify your employer when absent, or any other attendance related reasons?  Yes  No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No  
If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

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**EMERGENCY CONTACT**

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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The above information is true and complete to the best of my knowledge. Should I be employed by the Morris Center YMCA, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Morris Center YMCA has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment or personal history, and I release all parties from any possible damages resulting from disclosing such information.

I understand that neither this application, nor my acceptance of employment with the Morris Center YMCA shall constitute an employment contract of any kind. Should I be employed by the YMCA, I may resign such employment at any time at my discretion with or without prior notice and the YMCA may terminate my employment at any time at its discretion, with or without cause and with or without prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**AUTHORIZATION TO PERFORM RECORD CHECKS**

I, \_\_\_\_\_, hereby authorize the Morris Center YMCA to obtain relevant, position related information pertaining to any charges and/or convictions I may have had for federal and state criminal and/or motor vehicle law violations. This information may include but not be limited to credit checks as well as allegations and convictions for crimes committed upon minors and will be gathered from any law-enforcement agency of this state or any state or federal government, to the extent permitted by state and federal law.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Social Security # \_\_\_\_\_

Driver's License # \_\_\_\_\_

State \_\_\_\_\_

Exp. Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

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