



Greater Morristown YMCA

For Youth Development
For Healthy Living
For Social Responsibility

Employment Application

**Notice to Applicants and Employees
The Greater Morristown YMCA
maintains a "zero tolerance" for abuse.**

Screening tests for alcohol and illegal drug use may be required before hiring and during employment

www.morristownymca.org www.blakechildrenscenter.org

Greater Morristown YMCA 79 Horsehill Road, Cedar Knolls, NJ 07927

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

The Children's Corner 475 South St., Morristown, NJ 07960

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 Greater Morristown 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 _____ (clearly mark l,i,1,0,o etc/)
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 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 _____

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 _____

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 _____

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 _____

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 _____

Summary of Work Performed _____

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? _____

PERSONAL REFERENCES *(one reference must be a family member).*

Please list one reference who is related to you and two who are **not** related 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 _____

Are you over 18 years of age? Yes No
If not, can you obtain a valid work permit? Yes No
Have you ever been terminated from a position? Yes No
If yes, please explain _____

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

EMERGENCY CONTACT

Name _____ Relationship _____
Home Phone _____ Work Phone _____

The above information is true and complete to the best of my knowledge. Should I be employed by the Greater Morristown YMCA, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Greater Morristown 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 Greater Morristown 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 _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the YMCA is true, complete and correct, and **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 (i) cancel further consideration of this application, or (ii) immediately discharge me from the YMCA's service,** whenever it is discovered.

Initial _____

I expressly authorize, without reservation, the YMCA, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the YMCA, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered.

Initial _____

I understand upon offer of employment, the Morris Center YMCA will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment. Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial _____

I understand that the YMCA does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, or age; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The YMCA will give this application every reasonable consideration. However, in accepting it, the YMCA makes no commitment of employment to the applicant. Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the YMCA and still wish to be considered for employment, it may be necessary to reapply and fill out a new application.

Employment with the YMCA is employment at will which means that employees may end their employment at any time, for any reason; and that the employer (Greater Morristown YMCA) may terminate employees at any time for any reason, with or without cause. Initial _____

I 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 an I-9 Form in this regard, and I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Signature of Applicant: _____

Date: _____

Do not sign until you have read and initialed the above statements.

AUTHORIZATION TO PERFORM RECORD CHECKS

I, _____, hereby authorize the Greater Morristown 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: _____

Updated October 2011