

Application Date: _____



YMCA of Glendale Application for Employment

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 Resources Department.

| | | | |
|---------------------------------|--------|-----------|----------------|
| First Name | Middle | Last Name | Telephone |
| | | | Cell Number |
| Address: Number, Street, Apt. # | | | City State Zip |
| | | | Email: |

Position Applying For: _____ Full Time Part Time Seasonal

Referral Source: Walk in Employee Advertisement Website School Job Fair Other

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation?) Yes No Need more information about the job's "essential functions" to respond.
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Are you 18 years of age or over? Yes No Are you legally eligible for employment in this country? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No, If no explain _____

Have you previously worked for any YMCA? Yes No If yes, where? _____ Date? _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Please note: A Background check will be run on all applicants. Information that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate from further consideration for employment or (ii) may result in immediate discharge from the employers service, whenever it is discovered.

Have you ever pleaded "guilty" or "no contest" to or been convicted of a crime? YES NO

If yes, please provide date (s) and details: _____

Employment History

Starting with your most recent employer, provide the following information

Company: _____ Telephone: _____ Dates Employed: _____
From To
Address: _____ Weekly Salary: _____
Immediate Supervisor: _____ May we contact for reference? Yes No Later
Reason For Leaving: _____

Company: _____ Telephone: _____ Dates Employed: _____
From To
Address: _____ Weekly Salary: _____
Immediate Supervisor: _____ May we contact for reference? Yes No Later
Reason For Leaving: _____

Employment History (continued)

Starting with your most recent employer, provide the following information

Company: _____ Telephone: _____ Dates Employed: _____
From To
Address: _____ Weekly Salary: _____
Immediate Supervisor: _____ May we contact for reference? Yes No Later
Reason For Leaving: _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

If not addressed above, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Skills and Qualifications Not Applicable or None

List all current special license (es), permit (s), certification (s) and level or credited hours. (CPR, lifeguard, First Aid, etc.)

Type: _____ Level: _____ Expires On: _____

Type: _____ Level: _____ Expires On: _____

Type: _____ Level: _____ Expires On: _____

Computer Skills (Check appropriate boxes. Include software titles and years of experience.

Word Processing _____ Years: _____ Spreadsheet _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

Education Background

Starting with your most recent school attend, provide the following information.

| School (include City and State) | Years Completed | Degree Received |
|---------------------------------|-----------------|-----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

References Not Related to You.

List names and telephone numbers of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you. References may include supervisors, co-workers, faith leaders or school counselors.

| Name | Title | Relationship To You | Telephone | # of Years Known |
|---------|-------|---------------------|-----------|------------------|
| • _____ | | | | |
| • _____ | | | | |
| • _____ | | | | |

Personal References - Relatives Only. List two references who ARE RELATED to you.

Relatives Only. List two references who are related to you.

| Name | Title | Relationship To You | Telephone | # of Years Known |
|---------|-------|---------------------|-----------|------------------|
| • _____ | | | | |
| • _____ | | | | |

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this 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 (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____