

# YMCA of Greater Cincinnati

## Application for Employment

**PLEASE PRINT**

The YMCA of Greater Cincinnati is an equal opportunity employer that does not discriminate in hiring or employment on the basis of race, religion, color, sex, age, national origin, Vietnam Veteran status or non-job related disability. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET APT. # CITY STATE ZIP CODE

Telephone # \_\_\_\_\_ Mobile/Beeper/Other Phone # \_\_\_\_\_ E-mail address \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit?  YES  NO If no, please explain \_\_\_\_\_

Have you ever been employed or applied for employment with the YMCA before?  YES  NO If yes, give date and position \_\_\_\_\_

Are you legally eligible for employment in this country?  YES  NO

Date available to start? \_\_\_\_\_ Desired salary range? \_\_\_\_\_ Type of employment:  Full-Time  Part-Time  Temporary  Seasonal

Do you have a spouse, relative, or household member employed at the YMCA of Greater Cincinnati?  YES  NO If yes, name \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to, or been convicted of a felony?  YES  NO If yes, please provide dates and details \_\_\_\_\_

Answering "yes" to these questions 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.

**EMPLOYMENT HISTORY**

Provide the following information for your past three (3) employers, assignments or volunteer activities, starting with the most recent.

|  |    |   |                    |
|--|----|---|--------------------|
| From   | To | Employer  | Telephone #<br>- - |
| Starting Job Title/Final Job Title   |    | Address   |                    |
| Immediate Supervisor and Title   |    | Summarize the Nature of the Work Performed and Job Responsibilities |                    |
| May we contact for reference?<br>(check one)<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER  |    |   |                    |
| Reason for leaving?  |    | Salary<br>Start \$          per          Final \$          per      |                    |
| From   | To | Employer  | Telephone #<br>- - |
| Starting Job Title/Final Job Title   |    | Address   |                    |
| Immediate Supervisor and Title   |    | Summarize the Nature of the Work Performed and Job Responsibilities |                    |
| May we contact for reference?<br>(circle one)<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER |    |   |                    |
| Reason for leaving?  |    | Salary<br>Start \$          per          Final \$          per      |                    |
| From   | To | Employer  | Telephone #<br>- - |
| Starting Job Title/Final Job Title   |    | Address   |                    |
| Immediate Supervisor and Title   |    | Summarize the Nature of the Work Performed and Job Responsibilities |                    |
| May we contact for reference?<br>(check one)<br><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER  |    |   |                    |
| Reason for leaving?  |    | Salary<br>Start \$          per          Final \$          per      |                    |

**AN EQUAL OPPORTUNITY EMPLOYER**

## YMCA of Greater Cincinnati

Summarize any training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying (CPR, Lifeguard, First Aid, etc.)

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### Educational Background (if job related)

| Name and Location | Number of Years Completed | Did you graduate |        | Course of Study |
|-------------------|---------------------------|------------------|--------|-----------------|
|                   |                           | Major            | Degree |                 |
| High School       |                           |                  |        |                 |
| College           |                           |                  |        |                 |
| Other             |                           |                  |        |                 |

### References

| Name | Telephone | Number of Years Known |
|------|-----------|-----------------------|
|      |           |                       |
|      |           |                       |
|      |           |                       |

### Applicant Statement

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 (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, 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, resume or job interview. 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 organization for furnishing such information about me.

I understand that the employer does not unlawfully 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.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

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 employer 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. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an officer of the company.

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 an I-9 Form in this regard.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_