



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A CAREER WITH A CAUSE

Employment Application YMCA OF GREATER SYRACUSE

General Information

Date of this Application ____/____/____

Please complete this application in its entirety and be sure to write legibly.

Last Name:		First Name:		MI:
Address (Number & Street):		City:	State:	Zip Code:
Phone Number: _____		How long have you resided at this address? (voluntary response)		
Cell Number: _____		Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Email Address: _____				
Date you would be available to start work: ____/____/____	If you are under the age of 18, are you able to furnish a required working permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position(s) applying for:	Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of U.S. Citizenship or immigration status will be required upon hire.)			
Preferred job status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Camp <input type="checkbox"/> Seasonal	Have you ever been previously employed by the YMCA of Greater Syracuse or any other YMCA? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please circle preferred days of the week that you would be available to work: Sun. Mon. Tues. Wed. Thu. Fri. Sat.	If yes, give dates and location: _____ If yes, were you enrolled in the YMCA Retirement Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What shifts are you looking for? <input type="checkbox"/> Day <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening	Do you currently have any relatives working for the YMCA of Greater Syracuse? If yes, whom and what location: Name: _____ Location: _____			
Have you ever been convicted of a criminal offence, misdemeanor, or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide dates, locations, charges and a complete explanation of all offences. _____ _____				
A conviction does not automatically disqualify you from consideration. The nature of the offence, date of conviction, work history and other job-related qualifications will be considered in making our decision. Please give all the facts, so that a fair decision can be made. However, failure to provide complete and accurate information relating to criminal convictions will result in immediate termination. The YMCA reserves the right to perform background checks on all employees.				

Education, Certifications and Trainings

Educational Background				
	Name & Address of School	Major Study and Type of Degree	Years Completed	Degree Awarded
<input type="checkbox"/> High School <input type="checkbox"/> GED	Name: _____ Address: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process
College/University	Name: _____ Address: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process
Vocational/Other	Name: _____ Address: _____			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Process
Please summarize special skills and qualifications acquired from employment or other experiences that you feel are relevant for the position that you are seeking.				
List any relevant current certifications, professional registrations, or licenses.				
Type: (CPR, First Aid, CDA, Lifeguard, Fitness Certifications, notary etc.)	Level	Expiration Date		

Personal References

Please list three references that will be able to comment specifically on your abilities and experiences for the position you are seeking. References must not be relatives or household members.

Name _____	Relationship _____	Years Known _____
Address _____		
Street	City	State Zip
Telephone _____	E-Mail _____	

Name _____	Relationship _____	Years Known _____
Address _____		
Street	City	State Zip
Telephone _____	E-Mail _____	

Name _____	Relationship _____	Years Known _____
Address _____		
Street	City	State Zip
Telephone _____	E-Mail _____	

Employment History

List employment history starting with your most recent position then list all other jobs in sequence.

First time job seekers, please list volunteer activities, starting with the most recent.

If a resume is provided, the employment history section must still be completed.

Dates of Employment	Employer Name, Address & Telephone #	Job Title & Immediate Supervisor	Wages	Reason for Leaving	May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Present/Most Recent Position From _____ (Mo/Yr) To _____ (Mo/Yr)	Name: _____ Address: _____ _____ Telephone: _____ / _____	Job Title: _____ _____ Immediate Supervisor & Title: _____	Starting Hourly Rate/Salary \$ _____ per _____ Ending Hourly Rate/Salary \$ _____ per _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
From _____ (Mo/Yr) To _____ (Mo/Yr)	Name: _____ Address: _____ _____ Telephone: _____ / _____	Job Title: _____ _____ Immediate Supervisor & Title: _____	Starting Hourly Rate/Salary \$ _____ per _____ Ending Hourly Rate/Salary \$ _____ per _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
From _____ (Mo/Yr) To _____ (Mo/Yr)	Name: _____ Address: _____ _____ Telephone: _____ / _____	Job Title: _____ _____ Immediate Supervisor & Title: _____	Starting Hourly Rate/Salary \$ _____ per _____ Ending Hourly Rate/Salary \$ _____ per _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
From _____ (Mo/Yr) To _____ (Mo/Yr)	Name: _____ Address: _____ _____ Telephone: _____ / _____	Job Title: _____ _____ Immediate Supervisor & Title: _____	Starting Hourly Rate/Salary \$ _____ per _____ Ending Hourly Rate/Salary \$ _____ per _____		<input type="checkbox"/> Yes <input type="checkbox"/> No
From _____ (Mo/Yr) To _____ (Mo/Yr)	Name: _____ Address: _____ _____ Telephone: _____ / _____	Job Title: _____ _____ Immediate Supervisor & Title: _____	Starting Hourly Rate/Salary \$ _____ per _____ Ending Hourly Rate/Salary \$ _____ per _____		<input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant Statement, Acknowledgement and Authorization

Please read all statements and sign below:

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 to verify the accuracy of the information provided by me in this application, resume, or job interview. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with YMCA employment will be sufficient cause to (1) cancel further consideration of this application, (2) withdrawal of a job offer, or (3) immediate termination of employment from the YMCA of Greater Syracuse, regardless of the timing or circumstances of discovery.

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 Chief Executive Officer (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 the YMCA and myself.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that the YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by YMCA policies and rules at all times.

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 federal, state or local law.

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse. Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

I hereby certify that I have read, fully understand and accept all terms of the foregoing applicant statement and that I voluntarily sign this application.

Signature of Applicant

____/____/____
Date

Pre-Employment Background Investigation Inquiry Release

As part of the pre-employment hiring process, I understand that the YMCA of Greater Syracuse requires the successful completion of a thorough background check, which includes, but is not limited to obtaining any record of convictions from law enforcement agencies and requesting consumer reports from a consumer-reporting agency. I agree to provide additional information by completing a supplemental Background Authorization and Release form. I further agree to authorize without reservation any party or agency contacted by IntelliCorp Records, Inc to furnish the YMCA of Greater Syracuse with the results of a thorough background check.

Signature of Applicant

____/____/____
Date

Downtown Syracuse YMCA
340 Montgomery Street
Syracuse, NY 13202
315 474-6851

North Area Family YMCA
4775 Wetzel Road
Liverpool, NY 13090
315 451-2562

East Area Family YMCA
200 Towne Drive
Fayetteville, NY 13066
315 637-2025

Manlius YMCA
140 West Seneca Tnpk.
Manlius, NY 13104
315 692-4777

Arts Branch
340 Montgomery Street
Syracuse, NY 13202
315 474-6851

Northwest Family YMCA
8040 River Road
Baldwinsville, NY 13027
315 303-5966

Camp Iroquois
4795 Sweet Road
Manlius, NY 13104
315 637-6436

Southwest YMCA
4585 West Seneca Tnpk.
Syracuse, NY 13215
315 498-2699