



# Ardmore Family YMCA employment application

7/1/22

## Strengthening the foundation of our community

### Thank you for your interest in the Ardmore Family YMCA

The YMCA is an equal opportunity employer. We do not discriminate in the recruitment, hiring or conditions of employment on the basis of race, color, religion, status or any other status protected by law.

\*You must read and sign the last page of the application.

Position for which you are applying? \_\_\_\_\_ Application date \_\_\_\_\_

Name \_\_\_\_\_ phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ state \_\_\_\_\_

EMAIL address \_\_\_\_\_

### Personal Information

Are you currently employed? \_\_\_\_\_ Date you would be available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Preferred job status? \_\_\_\_\_ full time \_\_\_\_\_ part time

Have you ever been convicted of a criminal offense, misdemeanor, or felony?

\_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please provide dates, locations charges and an explanation. *(a conviction will not necessarily bar you from employment at the Y. We consider the nature, date, and circumstances as to whether the offense is relevant to the duties of the position)*

Do you have valid drivers license? \_\_\_\_\_ yes \_\_\_\_\_ no

### Educational Background

	Name of school	City/state	Diploma awarded	Degree	Major
____ High School ____ GED			____ yes ____ no ____ in progress		
College			____ yes ____ no ____ in progress		
Graduate school			____ yes ____ No ____ in Progress		
Vocational other			____ yes ____ no ____ in Progress		

### Safety & Job Specific Certifications

Type(CPR,First aid, CDA,ect.)	Provider	Level	Expiration

### Employment History

List all previous employment in the last 7 years. Starting with **most current**.

Employer \_\_\_\_\_ Position held \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_

Employer address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact \_\_\_\_\_ yes \_\_\_\_\_ no

Job description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Position held \_\_\_\_\_

Supervisor \_\_\_\_\_ Dates of Employment From \_\_\_\_\_ to \_\_\_\_\_

Employer address \_\_\_\_\_ Phone \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact \_\_\_\_\_ yes \_\_\_\_\_ no

Job description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer \_\_\_\_\_ Position held \_\_\_\_\_  
Supervisor \_\_\_\_\_ Dates of employment from: \_\_\_\_\_ to \_\_\_\_\_  
Employer address \_\_\_\_\_ phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_  
Job description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Position held \_\_\_\_\_  
Supervisor \_\_\_\_\_ Dates of employment from: \_\_\_\_\_ to \_\_\_\_\_  
Employer Address \_\_\_\_\_ phone \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_  
Job description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal References (excluding relatives)**

1. \_\_\_\_\_ phone number \_\_\_\_\_  
2. \_\_\_\_\_ phone number \_\_\_\_\_  
3. \_\_\_\_\_ phone number \_\_\_\_\_

**Please sign the authorization and background investigation on the back of this form**

### Application Acknowledgement and Authorization

I understand that this is an application for employment and that no employment contact is being offered to me. I certify that this application was completed by me, and that all entries on it and information in it is true and complete to the best of my knowledge. I understand that any misstatement or omission, falsification, or misrepresentation may result in disciplinary action up to and discharge from employment.

I authorize the Ardmore YMCA in order to evaluate me for employment purposes, to contact my previous employers.

If hired I agree to conform to the rules and regulations of the YMCA, including drug and alcohol policies.

I understand that any such employment is at will and can be terminated at any time, with or without notice, and with or without cause at the option of the YMCA or myself. The YMCA reserves the right to change any of the terms or conditions of my employment, if I am hired. I have read the statement and understand the above.

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

### Pre-Employment Background investigation inquiry release

As part of the pre-employment hiring process, I understand the Ardmore Family YMCA requires the completion of thorough background check, which includes, but is not limited to obtaining any record of convictions from law enforcement agencies.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
date