



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## YMCA OF BUCKS COUNTY EMPLOYMENT APPLICATION

**Thank you for your interest in the YMCA!**

**The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring, or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.**

If you would like to apply to join the YMCA staff team, please complete the application below.

- Be sure to write legibly
- The application must be completed in full
- Do not leave any spaces blank or write "see resume" in response to any question
- Read and sign the last page of the application

### Personal Information

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred YMCA Location: \_\_\_\_\_ Date Available: \_\_\_\_\_

NAME: \_\_\_\_\_ Email: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell/Business Phone: \_\_\_\_\_

Are you 16/17 years old? NOTE: 16 is minimum age to work at the Y; 16/17 year old candidates will not be required to provide a work permit before hire  Yes  No

Are you 18 years old or older? NOTE: Some positions may require candidates to be at least 18 years old  Yes  No

If hired, can you provide verification of your legal right to work in the United States?  Yes  No

With training provided by the Y, are you able to perform First Aid, CPR, AED, and emergency Oxygen Administration?  Yes  No

Our vetting process includes clearances and a background check (A conviction will not necessarily bar employment; the Y may consider the nature, date, and circumstances of the offenses). Will you agree to a background check?  Yes  No

Why do you feel you are a good fit for the position you are applying for? \_\_\_\_\_  
\_\_\_\_\_

### **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 minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

## Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status:  Full-time  Part-time (28 hours/week or less)  Seasonal  Temporary

Have you been previously employed by this YMCA or any other YMCA?  Yes  No

If yes, when? At which locations? \_\_\_\_\_

Have you previously volunteered at this YMCA or any other YMCA?  Yes  No

If yes, when? At which locations? \_\_\_\_\_

Do you have any relatives or household members currently working for YMCA of Bucks County?  Yes  No

If yes, name(s) and relationship: \_\_\_\_\_

How did you hear about this opening?

YMCA staff referral  YMCA member

Name of referral source:

School  Advertisement

Walk-in  Other: \_\_\_\_\_

YMCA website \_\_\_\_\_

## Education & Training

### Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School					
<input type="checkbox"/> GED					
College					
Graduate School					
Vocational/Other					

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

\_\_\_\_\_

### Safety & Job Specific Certifications

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

## Employment History

List all previous employment during the past seven years starting with the recent. Use additional sheets if needed.

Employer:	Telephone: /	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of your work performed and job responsibilities:
Address:		Starting Hourly Rate/Salary \$ ____ per ____	
Job Title:		Ending Hourly Rate/Salary \$ ____ per ____	
Immediate Supervisor and Title:			
Reason for leaving:			
May we contact this employer?			
Employer:	Telephone: /	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of your work performed and job responsibilities:
Address:		Starting Hourly Rate/Salary \$ ____ per ____	
Job Title:		Ending Hourly Rate/Salary \$ ____ per ____	
Immediate Supervisor and Title:			
Reason for leaving:			
May we contact this employer?			
Employer:	Telephone: /	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of your work performed and job responsibilities:
Address:		Starting Hourly Rate/Salary \$ ____ per ____	
Job Title:		Ending Hourly Rate/Salary \$ ____ per ____	
Immediate Supervisor and Title:			
Reason for leaving:			
May we contact this employer?			
Employer:	Telephone: /	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of your work performed and job responsibilities:
Address:		Starting Hourly Rate/Salary \$ ____ per ____	
Job Title:		Ending Hourly Rate/Salary \$ ____ per ____	
Immediate Supervisor and Title:			
Reason for leaving:			
May we contact this employer?			

Please explain any gaps in your employment history:

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What other business experience, personal experience or training have you had that may have prepared you for this position?

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**Personal References | Please list two non-related and one related reference**

Name:	Occupation:	Years Known:
Address:	City:	State: Zip:
Email:	Phone:	Alternate #:
Name:	Occupation:	Years Known:
Address:	City:	State: Zip:
Email:	Phone:	Alternate #:
Name:	Occupation:	Years Known:
Address:		
Email:	Occupation:	Years Known:

**Application Acknowledgment and Authorization**

**Please read all statements and sign below:**

I authorize both the YMCA and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. 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 to the best of my knowledge. 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 result in denial of employment or termination of employment 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 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 myself and the YMCA.

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 acknowledge that I have read the above statements and understand them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_