

Raritan Valley YMCA  
 144 Tices Lane  
 East Brunswick, NJ 08816  
 (732) 257-4114



Criminal background check and other federal or state screenings for child abuse may be conducted. Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

**APPLICATION FOR EMPLOYMENT**

*The Raritan Valley YMCA is an Equal Opportunity Employer*

**Personal Information**

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

Related Experience: \_\_\_\_\_ Date Available: \_\_\_\_\_

NAME: \_\_\_\_\_ E-mail: \_\_\_\_\_  
           Last                                  First                                  MI

Address: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone: Home \_\_\_\_/\_\_\_\_/\_\_\_\_ Business \_\_\_\_/\_\_\_\_/\_\_\_\_ Mobile \_\_\_\_/\_\_\_\_/\_\_\_\_

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Are you 18 years of age or older? *(If not, you may be required to provide work authorization.)*  Yes  
 No

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

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Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?  Yes  
 No

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Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. *(A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the offenses.)*  Yes  
 No

\_\_\_\_\_

\_\_\_\_\_

**Employment Information**

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status:     Full-time     Part-time     Seasonal     As Needed

Have you previously been 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 this YMCA?  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

## VOLUNTEER EXPERIENCE

(List any volunteer work you consider relevant to your ability to perform the job sought.)

1. Agency Name \_\_\_\_\_ Volunteered from: \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number (     ) \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Nature of Volunteer Work Performed: \_\_\_\_\_
2. Agency Name \_\_\_\_\_ Volunteered from: \_\_\_\_\_ to \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone Number (     ) \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Nature of Volunteer Work Performed: \_\_\_\_\_

### Personal References

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ Alternate #: \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ Alternate #: \_\_\_\_\_ / \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_ Alternate #: \_\_\_\_\_ / \_\_\_\_\_

### Education & Training

#### Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		

#### Safety & Job Specific Certifications

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

## Employment History:

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	
Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title		<u>Starting Hourly Rate/Salary</u>	
Immediate Supervisor and Title		\$ _____ per _____	
Reason for Leaving		<u>Ending Hourly Rate/Salary</u>	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$ _____ per _____	
Please explain any gaps in your employment history.			
What other business experience, personal experience or training have you had that may have prepared you for this position?			

### 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.

Statements (Please read the following carefully before initialing and signing)

\_\_\_\_\_ I understand that this application is only valid for the position applied for at present and that the Raritan Valley YMCA is not obligated to retain or consider this application for future openings.

\_\_\_\_\_ I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the Raritan Valley YMCA to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefrom. I also understand the Raritan Valley YMCA does perform a criminal background check and agree to this process.

\_\_\_\_\_ If employed by the Raritan Valley YMCA, I will abide by the Raritan Valley YMCA policies and rules. I understand that I will be required to possess a current and valid driver’s license if my position requires me to drive to my course of work

\_\_\_\_\_ If I am offered employment, I understand and agree that I may be required to undergo a physical examination and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

\_\_\_\_\_ I agree to submit to legally permissible drug and/or alcohol testing upon request by the Raritan Valley YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the Raritan Valley YMCA, storage areas provided for me (locker, desk, etc.) are open to investigation by the Raritan Valley YMCA without prior notice to me.

\_\_\_\_\_ If, I am employed by the Raritan Valley YMCA, I understand my employment can be terminated, with or without cause and with or without Initial notice, at any time at the option of myself or the Raritan Valley YMCA. I understand that, other than the President of the Raritan Valley YMCA, no manager, supervisor or representative of the Raritan Valley 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 President of the Raritan Valley 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 myself and the Raritan Valley YMCA.

**My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the Raritan Valley YMCA concerning the nature of my employment, if any, by the Raritan Valley YMCA and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the Raritan Valley YMCA. I understand and agree that, except as noted above, no person who is either an agent or employee of the Raritan Valley YMCA may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.**

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

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Printed Name of Applicant

(Revised 11/6)