

# Watertown Family YMCA Employment Application

*For youth development. For healthy living. For social responsibility.*

## 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 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

FULL NAME: \_\_\_\_\_ E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

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

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

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

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

If hired do you have a reliable means of transportation to get to work when scheduled?  Yes  No

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

### 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. **The Watertown Family YMCA has a zero tolerance standard for child abuse.**

## Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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? \_\_\_\_\_

How did you hear about this opening?

- YMCA staff referral       YMCA member  
 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"/> Yes		
<input type="checkbox"/> GED			<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		

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 most recent.  
Use additional sheets if needed.

Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Telephone /	Summarize the nature of the work performed and job responsibilities.
Address		
Job Title		
Immediate Supervisor and Title		
Reason for Leaving		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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?			

## Position Applying For

## Position Descriptions

**Some but not all** of the programs offered by the Watertown Family YMCA are listed below. The descriptions below do not include all responsibilities; they are intended to give the applicant a general idea of each position. Please check **at least 1** and a **maximum of 3** positions that you would be interested in working.

**Childcare / Afterschool Care –Young Children: Daycare, Childwatch, SACC**

In this role the applicant will be asked to provide high quality care and to interact at all levels with children. Maintaining a safe environment for the children will be the number one priority. If hired the applicant may be required to meet NYS clearance and training requirements.

**Group Fitness – Aerobics (Land and Water) Zumba, Yoga**

In this role the applicant will be asked to help lead others in their attempt to maintain or create a healthy lifestyle. The applicant to this area will be responsible for keeping participants safe and engaged. As an instructor the applicant must be able to communicate their expertise to a participant at a level that is understandable and relatable. Experience is required, certification preferred but not necessary.

**Maintenance / Cleaning**

In this role the applicant will be asked to maintain and improve the cleanliness of our buildings and grounds. Responsibilities include but are not limited to cleaning, lifting, outdoor work and general upkeep.

**Youth Sports**

In this role the applicant will be asked to interact with children ages 3 to 12 in a positive manner. In this role the applicant may be asked to teach, coach or mentor children in the program. An applicant to this area should be excited at the chance to help children develop and maintain the skills that foster a healthy lifestyle.

**Gymnastics / Dance**

In this role the applicant will be asked to be a teacher, coach and role model for children. The applicant should be able to assist the children and teens in the program to improve their abilities. Applicants may work in small or large groups and must be able to communicate to each group effectively.

**Lifeguard / Swim Instruction**

In this role the applicant will be asked to maintain a safe and fun pool environment for members and participants. Responsibilities include but are not limited to watching the pool, helping during lesson, pool deck cleaning and maintenance and enforcing pool rules. The applicant may be required to meet and maintain safety requirements and policies put forth by the Aquatics Director.

**Welcome Center / Front Desk**

In this role the applicant will be asked to deal directly with members and their needs. Responsibilities include but are not limited to member sign up, customer service, handling program registration and other general clerical duties.

**Fitness Center / Ready to be Fit**

In this role the applicant may be asked to clean and maintain the fitness area and machines. As well as helping members and participants to reach their goals. Responsibilities include but are not limited to cleaning, lifting and talking to members.

**\*If applying for a child care position please supply a reference that is a family member. This is required at Watertown Family YMCA as part of the Child Protection Plan.**

### Personal Reference – Childcare positions only (see above)

Name: _____	Relationship: _____	Years Known: _____
Address: _____	City: _____	State: _____ Zip: _____
E-mail: _____	Phone: _____ / _____	Alternate #: _____ / _____

## References

You MUST list three for your application to be considered for any position

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

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

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

## Application Acknowledgement 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 NYS sex offender registry search and if required a criminal history background check. I understand that any check done into my background is in order to protect the safety of the members and participants at the Watertown Family YMCA

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 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. I understand that completion of this application does not indicate that there are positions open and does not obligate the Y. 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.

**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.**

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