

Corona-Norco Family YMCA

1331 River Road

Corona, CA 92880

Phone: (951) 736-9622 Fax: (951) 736-6759

EMPLOYMENT APPLICATION

THE CORONA-NORCO FAMILY YMCA IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION: (Please Print)

Are you 18 years of age or older?

Yes

No

Date of Application: _____

Name (Last, first, middle initial)

Street Address

City and State

Zip Code

Home Telephone Number

Mobile/Cell Telephone

E-mail Address

How were you referred to our facility? (Please be specific)

Employment Authorization

If hired, you will be asked to provide documentation that verifies your legal right to work in the United States. If you are unable to provide acceptable documentation the Association cannot employ you. Can you provide such documentation? Yes No

POSITION INFORMATION: (Please Print)

Position Desired _____ Starting Salary Desired _____

Available to work (check all that apply)

Full Time

Part Time

Seasonal or Temporary Work

| | |
|---|--|
| What hours and days of the week are you available for work? | If hired, on what date can you begin work? |
| | |

Describe any training or special experience related to the position for which you are applying:

Why do you want to work for the YMCA? (Please be specific) _____

EDUCATION School or Institution – (Please Print)

| <u>Institution</u> | <u>Name</u> | <u>Location (City and State)</u> | <u>Number of Years Completed</u> | <u>State Diploma or Degree Earned</u> |
|-----------------------------|-------------|----------------------------------|----------------------------------|---------------------------------------|
| High School | | | | |
| Jr. College or Trade School | | | | |
| College or University | | | | |
| Certificates or Other | | | | |

Are there any other experiences, skills or qualifications that would especially fit you for work with the YMCA? (ECE credits, First Aid CPR certification, etc.)

EMPLOYMENT RECORD (Start with your present or most recent employment and include periods of U.S. Military Service)

| | | |
|--------------------------------|---|-----------|
| Employer | Address (street, city, zip code) | Telephone |
| Supervisor's Name and Position | Dates of Employment From: To: | |
| Your Position and Job Duties | | |
| Reason for Leaving | May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|--------------------------------|---|-----------|
| Employer | Address (street, city, zip code) | Telephone |
| Supervisor's Name and Position | Dates of Employment From: To: | |
| Your Position and Job Duties | | |
| Reason for Leaving | May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
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| Reason for Leaving | May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|--------------------------------|---|-----------|
| Employer | Address (street, city, zip code) | Telephone |
| Supervisor's Name and Position | Dates of Employment From: To: | |
| Your Position and Job Duties | | |
| Reason for Leaving | May we contact now? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

PROFESSIONAL REFERENCES List three persons who have knowledge of your work performance within the last 3 years

(Please Print)

| First <u>and</u> Last Name | Company Street Address, City, State, Zip Code | Work Telephone Number | Number of Years Acquainted |
|----------------------------|---|-----------------------|----------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

PERSONAL REFERENCES List below three persons who are former employers or friends

(Please Print)

| First <u>and</u> Last Name | Street Address, City, State, Zip Code | Telephone Number | Number of Years Acquainted |
|----------------------------|---------------------------------------|------------------|----------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

The following pages request information for specific positions. You should only answer the questions in the section(s), which are applicable to the positions(s) for which you are applying. For example:

- Section 1 Child Care Applicants
Infant Teacher, Preschool Teacher, School-Age Teacher, Infant Teacher's Aide, Preschool Teacher's Aide, School-Age Teacher's Aide, Lead Teacher Preschool, Lead Teacher School-Age, Site Supervisor.
- Section 2 Driver Applicants
Van Driver, Youth Bus Driver
- Section 3 Clerical/General Office Applicants
Front Lobby Receptionist, Administrative Assistant, Accounting Clerk, Office Manager
- Section 4 Aquatic Applicants
Lifeguard, Swim Instructor
- Section 5 Physical Education Applicants
Fitness Instructor, Aerobics Instructor, Gymnastics Instructor
- Section 6 Music Instructor
Vocal instructor, Guitar instructor, Piano instructor, Drum instructor, Band instructor, Bass instructor

If you have questions regarding which sections(s) to complete, please ask a Corona-Norco Family YMCA staff person.

SECTION 1

Child Care Applicants

1. What particular habits and/or mannerisms cause you irritation in dealing with children or adults?

2. What positive experiences are you expecting to have when interacting with children and/or adults at the Corona-Norco Family YMCA?

3. What are your goals and philosophies with respect to childcare and child development?

4. What qualities in yourself do you feel would contribute to the overall success of our childcare program?

5. In what ways do you feel children can benefit from being enrolled in a childcare experience?

6. List all the activities for which you are qualified to instruct (i.e., sports, crafts, etc.)
A _____ G _____
B _____ H _____
C _____ I _____

SECTION 2

Driver Applicants

California Driver's License information: Class: _____ PS Endorsement: Yes _____ No _____ Expiration Date: _____

California Special Driver Youth Bus Certificate: Yes _____ No _____ Expiration Date: _____

Medical Examiner's Certificate: Yes _____ No _____ Expiration Date: _____

Driver applicants are required to provide a current Driver License/ID Card Information (H6 Report) available through the California Department of Motor Vehicles. Are you willing to do so? Yes _____ No _____

List traffic convictions in the past three years: (Attach a separate sheet of paper, if additional space needed)

Date: _____ City, State: _____ Description of Conviction: _____

Have you ever been denied a license, permit or privilege to operate a motor vehicle? _____ If YES please explain:

Do you have working knowledge of the Child Safety Alert System? Yes _____ No _____

Do you possess a current First Aid/CPR Certificate? Yes _____ No _____ Expiration Date: _____

SECTION 3

Clerical/General Office Applicants

Do you possess general computer skills? Yes_____ No_____

Skill Level: Some Knowledge Solid Working Knowledge_____ Advanced Knowledge_____

Are you experienced with Internet Use? Yes_____ No_____

Are you experienced with Social Media Platforms? Yes_____ No_____

Skill Level: Some Knowledge_____ Solid Working Knowledge_____ Advanced Knowledge _____

Are you experienced in Microsoft Word? Yes_____ No_____

Skill Level: Some Knowledge_____ Solid Working Knowledge_____ Advanced Knowledge_____

Are you experienced in Microsoft Excel? Yes_____ No_____

Skill Level: Some Knowledge_____ Solid Working Knowledge_____ Advanced Knowledge_____

Are you experienced in Microsoft Publisher?

Skill Level: Some Knowledge_____ Solid Working Knowledge_____ Advanced Knowledge_____

State any other computer programs, i.e. QuickBooks, Power Point, etc. with which you have working knowledge:

State all office equipment and machines of which you have working knowledge:

SECTION 4

Aquatic Applicants

Please list Aquatic Red Cross, YMCA and Lifeguard Certifications:

A. _____ Expiration Date: _____

B. _____ Expiration Date: _____

C. _____ Expiration Date: _____

Have you ever worked/volunteered as a Lifeguard? Yes_____ No_____ If yes, please complete the following:

Location: _____ Dates: From: _____ To: _____

Have you ever instructed swimming? Yes_____ No_____ If yes, please complete the following:

Location: _____ Dates: From: _____ To: _____

What age group do you prefer teaching and why? _____

SECTION 5

Physical Education Applicants

Please list all related certifications:

1. _____ Expiration Date: _____
2. _____ Expiration Date: _____
3. _____ Expiration Date: _____

Have you ever instructed a group/class in an area for which are certified? Yes _____ No _____

If yes, please complete the following:

Location: _____ Dates: From: _____ To: _____

Music Instructor Applicants

Please list all related training, experience, degrees, certifications:

1. Vocal: _____

2. Guitar: _____

3. Piano: _____

4. Drums: _____

5. Band: _____

6. Bass: _____

What qualities in yourself do you feel would contribute to the overall success of our music program?

What age group do you prefer teaching and why?

Please continue to page 7:

Please Read Carefully Below, Initial Each Paragraph on the following page, sign and date:

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize the Corona-Norco Family YMCA to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further authorize the references I have listed to disclose to the Corona-Norco Family YMCA any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Corona-Norco Family YMCA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Corona-Norco Family YMCA. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Corona-Norco Family YMCA, and that no promises or representations contrary to the foregoing are binding on the Corona-Norco Family YMCA unless made in writing and signed by me and the CEO/Organizational Leader.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date

Applicant's Signature