



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# EMPLOYMENT APPLICATION

**Thank you for your interest in the YMCA of Dodge County!**

WE ARE DEDICATED TO PROVIDING EQUAL EMPLOYMENT OPPORTUNITIES FOR ALL PERSONS WITHOUT REGARD TO AGE, RACE, COLOR, GENDER, RELIGION, MENTAL OR PHYSICAL DISABILITY, MARITAL STATUS, NATIONAL ORIGIN, VETERAN STATUS, OR ANY OTHER STATUS PROTECTED BY LAW.

- Be sure to write legibly
- Please complete the application below in FULL.
- Do not leave any spaces blank
- Read and sign the Personal Statement on the last page

## Personal Information

Positions Applying For: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Last First Middle Initial (optional)

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Number City State Zip

Phone (other): \_\_\_\_\_

Are you 18 years old or older? YES NO Date of Birth: (if under 18) \_\_\_\_\_ (You may be required to provide work authorization)

## Employment Information

Employment type you are looking for:  Full-time  Part-time  Seasonal

Shift Available:  Mornings  Afternoons  Evenings  Weekends

Hours Available: \_\_\_\_\_ AM to \_\_\_\_\_ PM Days Available:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

How did you learn of this opening? \_\_\_\_\_

Name and relationship of any relatives working for the YMCA of Dodge County: \_\_\_\_\_

Have you been a paid employee for the YMCA of Dodge County before? YES NO

If yes, when were you employed? \_\_\_\_\_ Position/Department \_\_\_\_\_

If hired, date you are available to start? \_\_\_\_\_ Are you legally authorized to work in the U.S.? YES NO

## Education

| Level             | Name and Address of School | Years Attended | Graduated |    | Course or Major Studies |
|-------------------|----------------------------|----------------|-----------|----|-------------------------|
|                   |                            |                | YES       | NO |                         |
| High School       |                            | —              |           |    |                         |
| College           |                            |                |           |    |                         |
| Post Graduate     |                            |                |           |    |                         |
| Business or Trade |                            |                |           |    |                         |

## Clerical Applicants

Do you type? YES NO Words per minute: \_\_\_\_\_

List any office equipment you can operate: \_\_\_\_\_

List computer experience and programs you have used: \_\_\_\_\_

Other skills: \_\_\_\_\_

## Other Qualifying Factors

Types of certifications you hold: (examples: CPR & First Aid). Proof of certification may be required prior to employment.

| Type  | Date Received | Expiration Date |
|-------|---------------|-----------------|
| _____ | _____         | _____           |
| _____ | _____         | _____           |

Other extracurricular and/or volunteer activities you have been or are currently engaged in relating to the position you are applying for, including dates:

Briefly describe what you feel makes you qualified to be selected to fill the position(s) you are applying for:

## Work History

Are you currently employed? YES    NO    If Yes, current work schedule: \_\_\_\_\_

| Dates<br>From / To | Position<br>Held | Supervisor's Name<br>Company Name & Address | Starting<br>Wage | Ending<br>Wage | Reason for Leaving | Type of Work | Reference? |    |
|--------------------|------------------|---|------------------|----------------|--------------------|--------------|------------|----|
|                    |                  |   |                  |                |                    |              | Yes        | No |
| /                  |                  |   | \$               | \$             |                    |              |            |    |
| /                  |                  |   | \$               | \$             |                    |              |            |    |
| /                  |                  |   | \$               | \$             |                    |              |            |    |
| /                  |                  |   | \$               | \$             |                    |              |            |    |
| /                  |                  |   | \$               | \$             |                    |              |            |    |
| /                  |                  |   | \$               | \$             |                    |              |            |    |

## References - Business and/or Personal (a minimum of 2 is required)

| Name | Address & Phone Number | Relationship to Applicant | Business/Organization |
|------|------------------------|---------------------------|-----------------------|
|      |                        |                           |                       |
|      |                        |                           |                       |
|      |                        |                           |                       |
|      |                        |                           |                       |

The YMCA of Dodge County hires only United States citizens and aliens lawfully authorized to work within the US.

## OUR MISSION:

The YMCA of Dodge County is a charitable association founded on Christian principles, open to all, and dedicated to building a healthy spirit, mind, and body through diversified programming.

## Signed personal statement

I certify that all the information given by me in this employment application is true and correct without consequential omissions of any kind whatsoever. I understand that any misrepresentation or omission of any facts may render this application void, or if employed, may be cause for termination of employment with the YMCA of Dodge County. I further understand and agree that the filling out of this application does not obligate the YMCA of Dodge County to offer me a job, or obligate me to accept a job. If hired, I understand and agree that my employment is at will and can be terminated with or without reason or notice by me or the YMCA of Dodge County. I understand that no YMCA of Dodge County representative has any authority to make any arrangement to the contrary.

I consent to and authorize the YMCA of Dodge County to make inquiry and to perform reference checks concerning my prior employment, education, character, qualifications, experience and background. In addition, the YMCA of Dodge County may obtain a copy of my driving record if my position requires me to operate a vehicle. I understand that this statement will serve as written authorization for the YMCA of Dodge County to make such inquiries. I understand that it is the YMCA of Dodge County's policy to secure criminal conviction history information and that my continued employment is contingent upon an acceptable criminal history background check. I hereby waive any right to claim that any request or investigation is an invasion of my privacy since they are made with my consent. I hereby release said companies, schools, or persons from all liability for any damage for providing information as specified herein.

I understand that the YMCA of Dodge County does not condone child abuse in any form and that the YMCA of Dodge County will be seeking information in my background related to child abuse. I understand that any documented allegations of past incidents of child abuse may eliminate me from further consideration for employment with the YMCA of Dodge County. I also understand that in any event of my employment, the YMCA of Dodge County will take any allegations or suspicions of child abuse seriously and will report such allegations to the police and state agencies for investigation.

In the event of my employment by the YMCA of Dodge County, I will comply with all policies set forth here in after in the personnel handbook and with other policies established by the organization.

**I hereby acknowledge that I have read and understand the above statement and that I voluntarily sign this application.**

**Signature** \_\_\_\_\_

**The Y: We're for youth development, healthy living and social responsibility.**