



SHASTA FAMILY YMCA APPLICATION FOR EMPLOYMENT

We Are an Equal Opportunity Employer
1155 N Court Street, Redding, CA 96001 | 530.246.9622 | sfymca.org

PERSONAL INFORMATION:

Please Print – Must be completed in full

First Name		Middle Name	Last Name	
Telephone Number(s)		Email		
Legal Address:	Street	City	State	Zip Code

PERSONAL DATA:

How did you hear about us?

☐ Job posting/ad ☐ Friend/relative ☐ YMCA staff ☐ YMCA member ☐ School ☐ Other _____

Have you ever worked or volunteered here or at another YMCA before? ☐ Yes ☐ No If yes, when and where?

Do you have relatives/friends working here? ☐ Yes ☐ No

If yes, state names and relationship _____

Are you at least 18? ☐ Yes ☐ No

(If not, hire is subject to verification that you are minimum legal age and have work authorization)

If hired, do you have reliable transportation to/from work? ☐ Yes ☐ No

Do you have a valid driver's license? ☐ Yes ☐ No

Has your license ever been suspended or revoked? ☐ Yes ☐ No Details: _____

If hired, can you present evidence of U.S. citizenship or proof of legal right to work in this country? ☐ Yes ☐ No

What languages do you speak, write, and understand? _____

Are you able to perform the essential functions of job you are applying for, either with or without reasonable accommodation?

☐ Yes ☐ No If no, describe function(s) that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential duties. Hire may be subject to passing medical exam, and to skill/agility tests.)

Have you ever been discharged, suspended, or requested to resign from any position? ☐ Yes ☐ No If yes, please explain: _____

Are you currently employed? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No _____

EDUCATION, TRAINING, AND EXPERIENCE:

Circle Highest Grade Completed in each School Category	Elementary School 1 2 3 4 5 6 7 8	High School 9 10 11 12	College 1 2 3 4	Grad School 1 2 3 4
	Name & Location		Did you Graduate?	Degree Earned
High School				
Community College				
College/University				
Vocational/ Business/Trade				
Related School or Volunteer work				
Relevant Job Specific Courses & Certifications				
Other relevant training or skills				

MILITARY:

Branch of U.S. Service	Final Rank
Service Schools Or Special Experience	

REFERENCES:

List three persons who have knowledge of your character:

Name: _____	Telephone Number: _____
Relationship: _____	Years Acquainted: _____
Name: _____	Telephone Number: _____
Relationship: _____	Years Acquainted: _____
Name: _____	Telephone Number: _____
Relationship: _____	Years Acquainted: _____

EMPLOYMENT HISTORY:

Please list all your current and former employers below starting with the most recent (at least last 5 years). See attached resume ____

Name of Employer: _____ Telephone _____

Address: _____ Supervisor's Name _____

Position title and summary of duties: _____

Employed From: _____ To: _____ Pay Rate: _____

Reason for leaving: _____ May we contact for reference? ☐ Yes ☐ No

What did you like most about your position? _____

What were the things you liked least about the position? _____

Name of Employer: _____ Telephone _____

Address: _____ Supervisor's Name _____

Position and duties: _____

Employed From: _____ To: _____ Pay Rate: _____

Reason for leaving: _____ May we contact for reference? ☐ Yes ☐ No

What did you like most about your position? _____

What were the things you liked least about the position? _____

Name of Employer: _____ Telephone _____

Address: _____ Supervisor's Name _____

Position and duties: _____

Employed From: _____ To: _____ Pay Rate: _____

Reason for leaving: _____ May we contact for reference? ☐ Yes ☐ No

What did you like most about your position? _____

What were the things you liked least about the position? _____

Name of Employer: _____ Telephone _____

Address: _____ Supervisor's Name _____

Position and duties: _____

Employed From: _____ To: _____ Pay Rate: _____

Reason for leaving: _____ May we contact for reference? ☐ Yes ☐ No

What did you like most about your position? _____

What were the things you liked least about the position? _____

(attach additional page if not sufficient to list at least the last 5 years)

Please explain any gaps in employment: _____

Is there any job or performance related information you want us to know about? _____

PRE-EMPLOYMENT STATEMENT:

Please Read Carefully and Sign Below

Notice to All Applicants: The Shasta Family YMCA enforces its policies and practices to prevent child abuse. Allegations or suspicions of child abuse are taken seriously at the Shasta Family 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.

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.

I hereby authorize Shasta Family YMCA to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company 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 company, 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.

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 company. In addition, I understand and agree that if I am employed, my employment is for no definite or determined period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's Owner.

Any job offer extended will be contingent upon the satisfactory reference checks, background checks, drug tests, and resolution of any issues regarding my ability to safely perform the essential functions of the job applied for, either with or without reasonable accommodations. A current driving record review will be required for any position requiring an employee to drive a motor vehicle or equipment. I consent to any pre-employment and future reasonable suspicion and post-accident drug/alcohol screens as may be requested or required by Shasta Family YMCA. I understand that employment at Shasta Family YMCA is contingent upon my ability to prove that I am authorized to work in the United States, as required by the Immigration Reform Control Act of 1986.

I certify that I have read and understand the foregoing and to the best of my knowledge and believe, the information on this form is true and correct.

Applicants Signature: _____ **Date** _____

For Office Use:

Birth Date - Upon Hire
Social Security Number - Upon Hire