

**GRAND RIVER AREA FAMILY YMCA, INC.**  
**APPLICATION FOR EMPLOYMENT**  
(Equal Opportunity Employer)

1

**PLEASE READ BEFORE COMPLETING THIS APPLICATION**

This association does not discriminate in the recruitment, hiring and conditions of employment based on race, color, religion, national origin, sex (including pregnancy, marital status, disability, age or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully, but its receipt does not imply that you will be employed. Employment considerations necessitates that you meet all minimum qualifications required for the position for which you are applying.

**ANSWER ALL QUESTIONS COMPLETELY**

**PERSONAL DATA**

**TODAY'S DATE:** \_\_\_/\_\_\_/\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_ ZIP: \_\_\_\_\_

Previous Address (if less than 2 years): \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Are you 18 years or older: Y\_ N\_ Are you a veteran? Y\_ N\_ (If yes, Dates of Military Service) \_\_\_\_\_

Are you authorized to work in the United States? Y\_ N\_ (If hired, you are required to furnish proof.)

**GENERAL**

**DATE AVAILABLE TO START:** \_\_\_/\_\_\_/\_\_\_

Applying for position as: \_\_\_\_\_ Acceptable Salary Range: \_\_\_\_\_

At what branch: \_\_\_\_\_ Full-Time: \_\_\_ Part-Time: \_\_\_ Temporary: \_\_\_

Have you previously applied for employment with any YMCA? Y\_ N\_ Worked at a Y? Y\_ N\_

If yes, when? \_\_\_\_\_ Where? \_\_\_\_\_

Have you failed to be reemployed, ever been involuntarily discharged, fired or asked to resign a position? Y\_ N\_ If yes, give dates and circumstances: \_\_\_\_\_

Certified CRP/First Aid? Y\_ N\_ If yes, please provide a copy of the certifications.

**EMPLOYMENT HISTORY**

**MOST CURRENT TO OLDER UP TO FIVE YEARS**

Date: \_\_\_\_\_ to \_\_\_\_\_ Employer Name & Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_ Employer Name & Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_ Employer Name & Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_ Employer Name & Phone #: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**ARREST AND CONVICTION RECORD****READ CAREFULLY**

The YMCA checks arrest and conviction records of all volunteers and applicants for employment.

A conviction does not necessarily mean that the YMCA will reject your application. We consider the nature of the offense, your age at the time, how long ago the offense occurred, and the position for which you are applying, among other factors. However, a false answer to the question may disqualify you from further consideration or result in your termination for falsifying your application.

This question covers all crimes, including traffic offenses and deferred adjudication, except those traffic violations for which there was not final conviction (for example, you took a defensive driving course), or a fine of less than \$100 was paid.

**Have you ever been convicted of, pleaded guilty or "no contest" to, or received deferred adjudication for any criminal offense? Y\_\_ N\_\_** If you answered "Yes", give dates, places and details:

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EDUCATION	Name & City	Dates	Type of course	Graduated?	Degree
High School					
College					
College					
Trade/VoTech					
Other					

**PERSONAL REFERENCES****(NOT EMPLOYERS)**

List three references. Must include one relative. At least one reference must be male and one reference female.

Name	Address	Phone Number	How do you know?	How long?

LIST BELOW THE NAMES OF RELATIVES, FRIENDS OR AQUAINTANCES EMPLOYED BY THE YMCA AND THEIR RELATIONSHIP TO YOU:

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**PLEASE READ CAREFULLY BEFORE SIGNING**

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the YMCA, its affiliates, and their representatives to investigate all information given and to secure additional job-related information, if necessary. I authorize an investigative report to be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. I understand and consent to an inquiry that may include information as to my character, general reputations, and personal characteristics, whichever may be applicable. This information may include, but is not limited to, verification of previous employment and employment references, verification of education including request for transcripts, credit reports, motor vehicle driving records and criminal reports, etc. I hereby release from all liability or responsibility all persons, companies, organizations, or corporations furnishing such information.

I also understand that any misrepresentation or omission of a material fact on the application may be justification for refusal of employment, or if employed, dismissed with advanced notice.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the YMCA. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and if I choose to give proper notice to termination, the YMCA may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I have read the above statements and accept the same as a condition of my employment with the YMCA.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_