



KETTLE MORAINÉ YMCA EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer • The YMCA Welcomes a Diverse Workforce

Please print in ink. Incomplete applications will not be accepted. Date: _____

Name _____
Last _____
First _____

APPLICANT INFORMATION

Name (first, middle, last) _____ Social Security Number _____

Address _____

City _____ State _____ Zip Code _____

Daytime Phone () _____ Evening Phone () _____

Email address: _____

Please list any other names under which you have worked or attended school.

Are you legally authorized to work in the U.S.? Yes No
(If hired, you will be required to provide proof of work authorization.)

Are you at least 18 years old? Yes No Date of Birth (if under 18) _____
If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work applying for and have obtained a valid work permit.

Have you ever been convicted or have charges pending of a crime (felony or misdemeanor)? Yes No
If yes, explain 1) nature of crime, 2) date of conviction, and 3) state in which convicted.
(Convictions are not an automatic bar to employment. However, failure to provide complete and accurate information relating to criminal convictions will result in immediate termination. We conduct criminal record checks on all employees. Employment could be contingent upon the results of a criminal record check.)

POSITION APPLYING FOR

Position _____ Full-Time _____ Part-Time _____ Summer _____

When can you start? _____ How did you learn of this opening? _____

Have you been paid to work for the Kettle Moraine YMCA before? Yes No

When? _____ What Department? _____

List any relatives working for us, and their relationship to you.

OTHER QUALIFYING FACTORS

CERTIFICATIONS: (Proof of certification may be required prior to employment)

- Lifeguard Certification ~ Type _____ ~ Expiration Date ____/____/____
- CPR Certification ~ Type _____ ~ Expiration Date ____/____/____
- First Aid Certification ~ Type _____ ~ Expiration Date ____/____/____
- Other ~ Type _____ ~ Expiration Date ____/____/____

If relevant, please describe word processing speed, software knowledge, and office equipment experience.

Briefly describe what makes you feel qualified to be selected to fill the position you are applying for.

MILITARY SERVICE RECORD

Have you served in the United States armed forces? Yes No

If yes, what branch _____ Rank Attained _____

Date of service _____ to _____

What were your duties in the service (include special training and duty station)?

REFERENCES (Please list three persons, whom you have known for at least one year.)

Name	Phone ()
	Email Address:

Address

Relationship	How long known?
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Name	Phone ()
	Email Address:

Address

Relationship	How long known?
--------------	-----------------

Include one reference who is a relative.

Name	Phone ()
	Email Address:

Address

Family Relationship	How long known?
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Please read carefully before signing this form.

In the Kettle Moraine YMCA's effort to attract the highest quality staff, I have been advised that as a part of the application process for employment with the Kettle Moraine YMCA, an extensive inquiry will be made concerning my prior employment, activities, character, and health. This inquiry will include conviction criminal history information and information in my background related to child abuse. I fully consent to and authorize all such inquiries. I will provide the requested information for the sole purpose of obtaining a conviction-only criminal history file search. I understand that my continued employment is contingent upon a clean criminal history background check.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to comply with all policies set forth in the Employee Handbook and with other policies established from time to time by the organization. I also understand that if hired as a YMCA employee, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, including but not limited to, baby-sitting or inviting children to my home. I understand that the YMCA will take any allegations or suspicions of child abuse seriously and will report such allegations to the police and state agencies for investigation. I understand that employment at the Kettle Moraine YMCA is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the Kettle Moraine YMCA's unless specifically provided otherwise.

Signed by Applicant _____ Date _____