

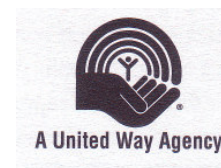


The YMCA of Metropolitan Detroit

We build strong kids, strong families, strong communities.

APPLICATION FOR EMPLOYMENT

'An Equal Opportunity Employer'



MISSION STATEMENT The mission of the YMCA of Metropolitan Detroit is to put Christian principles into practice through programs that build healthy body, mind, and spirit for all.

PLEASE PRINT

PERSONAL

Name _____ Date of Application _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (zip)

Home Phone: _____ Cell Phone: _____ E-mail address: _____

Are you 18 years or older? Yes No

If you are under 18 years old, can you furnish a work permit? Yes No

Do you have a legal right to remain and work in the United States
(Proof of identity and authorization is required upon employment) Yes No

Have you ever filed an application with the YMCA of Metropolitan Detroit before? Yes No

If yes, give dates: _____ Location/Branch _____

Have you ever been employed by the YMCA of Metropolitan Detroit before? Yes No

If yes, give dates: _____ Location/Branch _____

Have you ever been convicted of a crime? If yes, explain.
(Other than minor traffic violations) Yes No

Are there any felony charges pending against you? Yes No

EMPLOYMENT DESIRED

Position(s) desired _____

Availability: Full Time Part Time Seasonal

If part-time, please specify hours and days desired: _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Salary desired _____ Date available to start work _____

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the YMCA in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Failure to properly notify the YMCA will preclude any claim that the employer failed to accommodate the handicapper.

EDUCATION

For reference checking purposes, please indicate any other names under which you worked or obtained your education

	Name and address of School	Course of Study,	# of Years Completed	Diploma/ Degree
High School GED)				
Vocational / Technical				
College/University				
Graduate/Professional				

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard?

Yes No If yes, which branch _____

REFERENCES

(Do Not include relatives)

	Name	Address	Phone Number	Relationship
1.				
2.				
3.				

List any friends or relatives working for the YMCA _____

Tell us briefly about yourself - your ambitions, qualifications, and reasons for wanting employment with the YMCA.:

EMPLOYMENT EXPERIENCE

(List current or most recent job first)

May we contact your present employer?

 Yes No

Employer	Dates		Work Performed:
	From	TO	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Telephone Number	Reason for Leaving:		

Employer	Dates		Work Performed:
	From	TO	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Telephone Number	Reason for Leaving:		

Employer	Dates		Work Performed:
	From	TO	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Telephone Number	Reason for Leaving:		

TO BE COMPLETED BY APPLICANTS FOR PROGRAM/PHYSICAL EDUCATION POSITIONS

(Must submit originals upon hire)

Name of Certification	Issuing Organization	Type	Expiration
First Aid			
CPR			
WS1			
YS1			
Life Guarding			
Fitness			

Other Certifications (specify)		Dates	
No. of Child Development Credits		School	

Note: At the time of employment a criminal record check maybe required.

FOR JOBS REQUIRING DRIVING

1. Do you have a valid driver's license in this state?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
2. Do you possess a youth bus or school bus drivers certificate?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>
3. Are you over 21 ?	Yes <input type="checkbox"/>	NO <input type="checkbox"/>

FOR JOBS REQUIRING COMPUTER / OFFICE SKILLS

Check Computer Skills/Equipment you have operated

<input type="checkbox"/> Fax	<input type="checkbox"/> PC	<input type="checkbox"/> MS Word	<input type="checkbox"/> MS EXCEL	<input type="checkbox"/> MS OUTLOOK	<input type="checkbox"/> MS POWERPOINT
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Other Skills:

NOTICE TO APPLICANTS Screening tests for illegal drug use may be required as a condition of employment.

I certify that all of the statements made by me in this application are true. I understand that should any statement be false, Termination of my employment with the YMCA of Metropolitan Detroit may result. I hereby waive written notice from any former Employer who divulges a disciplinary report, letter of reprimand, or other disciplinary action to the YMCA of Metropolitan Detroit.

I understand that if I am offered a job with the YMCA, I will be an at-will employee and my employment could be terminated with or without just cause at any time at the option of either the YMCA or myself. I understand that no person other than the Executive Director of the YMCA has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by both Executive Director of the YMCA and me.

Date _____

Applicant's Signature _____

PRE-EMPLOYMENT SUPPLEMENTAL DATA SHEET

As an employer with an Affirmative Action Program, we comply with the governmental regulations, including Affirmative Action responsibilities where they apply. The following applicant information is requested for the purpose of preparing periodic reports to the government or other record keeping in connection with government requirements. We encourage you to complete this section. ***Your cooperation is voluntary. Your employment prospects will not be adversely affected should you choose not to report this information. Your response will be anonymous and this form will not become part of your application or employment file.***

Position sought:

Gender Male Female

Race or Ethnicity (please check one):

- White - Not Hispanic
- Black - Not Hispanic
- Hispanic
- Asian/Pacific Island
- American Indian/Alaska Nat

Handicapped:

Vietnam - Veteran: