

JOB APPLICATION FORM



DATE OF APPLICATION

Position

Date

Employment Type

☐

Part-Time

☐

Full-Time

☐

Contract

PERSONAL INFORMATION

Full Name

Phone

Email

Address

City/State

Zipcode

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

DRIVING EXPERIENCE

Do you have a current driving license?

☐

Yes

☐

No

Are you at least 18 years of age?

☐

Yes

☐

No

Has any license, permit of privilege ever been suspended or revoked?

☐

Yes

☐

No

If yes, please explain:

EDUCATIONAL BACKGROUND

Degree / Course	School / University / Institute	Year Completed
1.	1.	1.
2.	2.	2.
3.	3.	3.

Additional skills and qualifications: Summarize any relevant training, skills, licenses/certifications.

EMPLOYMENT/VOLUNTEER HISTORY

Company	Position	Reason for Leaving	Year
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

REFERENCES

Name	Years known	Phone	Email
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

ADDITIONAL INFORMATION

Have you ever worked at a YMCA?

☐ Yes

☐ No

If yes, location

Have you ever been convicted of a felony?

☐ Yes

☐ No

If yes, please explain

APPLICATION STATEMENT

I certify that all information I have provided in order to apply for and secure work with the Helena Family YMCA is true, complete and correct. If any information provided by me is found to be false, incomplete or misrepresent in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from your company, whenever it is discovered.

I expressly authorize the Helena Family YMCA, and its agents, without reservation, to contact and obtain information for all references, employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information regarding me in the application, resume or job interview. I hereby waive any rights and claims I may have regarding the Helena Family YMCA or its agents for seeking, gathering and using such information in the employment process and all the other persons, corporations or organization for furnishing such information about me.

I understand that the Helena Family YMCA does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that the Helena Family YMCA has a zero-tolerance standard for child abuse and inappropriate behavior by staff members. I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

DATE _____

SIGNATURE _____

The Helena Family YMCA is committed to the elimination of disparities and eradication of unjust systems to become a multicultural, anti-racist and anti-oppressive organization as we serve all. We do not and shall not discriminate on the basis of individuals' differences in age, color, abilities, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make each individual unique. The YMCA commits to continually conduct institutional racism and oppression review of our policies, procedures and practices and the ongoing development of a multicultural, anti-racist and anti-oppressive work environment, and culture that promotes equity and respect for the human dignity of all.