



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GREATER VALLEY YMCA EMPLOYMENT APPLICATION

**GREATER VALLEY YMCA
ASSOCIATION OFFICE**
1524 W Linden St, Ste 209
Allentown, PA 18102
610 438 6065

Bethlehem YMCA
430 East Broad Street
Bethlehem, PA 18018
610 867 7588

Forks YMCA Education Center
1350 Sullivan Trail
Easton, PA 18040
610 250 7193

Slate Belt YMCA
315 W. Pennsylvania Ave.
Pen Argyl, PA 18072
610 881 4470

Allentown YMCA
425 South 15th Street
Allentown, PA 18102
610 351 9622

YMCA of Easton, P'Burg & Vicinity
1225 West Lafayette Street
Easton, PA 18042
610 258 6158

Nazareth YMCA
33 South Main Street
Nazareth, PA 18064
610 759 3440

Suburban North YMCA
880 Walnut Street
Catasauqua, PA 18032
610 264 5521

THANK YOU FOR YOUR INTEREST IN THE YMCA!

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.

If you would like to apply to join the YMCA staff team, please complete the application below.

- Be sure to write legibly
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

PERSONAL INFORMATION

Position Applying For: _____ Today's Date: _____

Preferred YMCA Locations [circle]: Allentown • Bethlehem • Easton • Forks • Nazareth • Slate Belt • Suburban North Date Available: _____

NAME: _____ E-mail: _____
Last First MI

Address: _____
Street City State Zip

Telephone: Home _____ Cell _____ Other _____

Are you 18 years of age or older? If not, you may be required to provide work authorization. Yes No

If hired, can you provide verification of your legal right to work in the United States? Yes No

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? Yes No

Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. (A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the offenses.) Yes No

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the 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.

EMPLOYMENT INFORMATION

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status: Full-time Part-time Seasonal As Needed

Have you previously been employed by this YMCA or any other YMCA? Yes No
 If yes, when? At which locations?

Have you previously volunteered at this YMCA or any other YMCA? Yes No
 If yes, when? At which locations?

Do you have any relatives or household members currently working for this YMCA? Yes No
 If yes, name(s) and relationship:

How did you hear about this opening? School YMCA member
 Name of referral source: Walk-in Advertisement
 YMCA website Other _____

EDUCATION & TRAINING

Name of School	City, State	Diploma Awarded	Degree	Major
Middle School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
High School/ GED		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College/ University		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

SAFETY & JOB SPECIFIC CERTIFICATIONS

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

EMPLOYMENT HISTORY LIST ALL PREVIOUS EMPLOYMENT DURING THE PAST SEVEN YEARS STARTING WITH THE MOST RECENT. USE ADDITIONAL SHEETS IF NEEDED.

Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
		To: __/__/__	
Address		<u>Starting</u> Hourly Rate/Salary	
Job Title		\$ ___ per ___	
Immediate Supervisor and Title		<u>Ending</u> Hourly Rate/Salary	
Reason for Leaving		\$ ___ per ___	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
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Job Title		\$ ___ per ___	
Immediate Supervisor and Title		<u>Ending</u> Hourly Rate/Salary	
Reason for Leaving		\$ ___ per ___	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

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Immediate Supervisor and Title		<u>Ending</u> Hourly Rate/Salary	
Reason for Leaving		\$ ___ per ___	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

What other business experience, personal experience or training have you had that may have prepared you for this position?

PERSONAL REFERENCES DO NOT LIST RELATIVES OR PAST EMPLOYERS/SUPERVISORS

Name _____ Occupation _____ Years Known _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Phone _____ Cell _____

Name _____ Occupation _____ Years Known _____

Address _____ City _____ State: _____ Zip _____

E-mail _____ Phone _____ Cell _____

Name _____ Occupation _____ Years Known _____

Address _____ City _____ State _____ Zip _____

E-mail _____ Phone _____ Cell _____

APPLICATION ACKNOWLEDGEMENT AND AUTHORIZATION

Please read all statements and sign below:

I authorize both the YMCA and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that the YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY			
Interviewed By: _____	Date: _____	Hired: YES	NO
Position: _____	Department: _____		
Start Date: _____	Salary/Wage: _____	Approved by: _____	