



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

LAKOTA FAMILY YMCA

EMPLOYMENT APPLICATION

Lakota Family YMCA is an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by the state, federal or local law. It is the intent of Lakota Family YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

PERSONAL INFORMATION Please PRINT LEGIBLY or TYPE responses TODAY'S DATE: _____

Legal Name: _____ **Date of Birth:** _____
First MI Last

Address: _____
Street City State Zip

Phone: _____ **Can you receive text messages:** ___ Yes ___ No

Email: _____

- Are you 18 years of age or older? (If not, you may be required to provide a 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 for, with or without reasonable accommodations? ___ YES ___ NO
- Have you ever been convicted of a misdemeanor, or a felony? ___ YES ___ NO
 If Yes, please explain: _____

A conviction will not necessarily disqualify you, but will be discovered upon a background check if you are extended an offer of employment. A false answer to this question may result in termination of an employment offer.

EMPLOYMENT INFORMATION

Desired Position: _____ **Available Start Date:** _____

List Available Days/Hours:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

- Have you previously been employed by Lakota Family YMCA or any other YMCA? ___ YES ___ NO
 If yes, when? At which location(s)?: _____
- Do you have any relatives or household members currently working for Lakota Family YMCA? ___ YES ___ NO
- How did you hear about Lakota Family YMCA? ___ YMCA Staff Referral ___ School ___ Walk-in ___ YMCA Website
 Name of referral source: _____
 ___ YMCA Member ___ Advertisement ___ Other _____

EDUCATION AND TRAINING

EDUCATION BACKGROUND					
	Name of School	City, State	Diploma Awarded	Degree	Major
High School or GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<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, sports or volunteer activities that might strengthen your application:					

SAFETY & JOB SPECIFIC CERTIFICATIONS			
Type (CPR, First Aid, LifeGuard, CDA, etc.)	Provider	Level	Expiration

EMPLOYMENT HISTORY List all previous employment during the past seven years starting with the most recent.

This is my first job.

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

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

Please explain any gaps in your employment history.

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.

Name	Relationship	Years Known
Email		Phone
Name	Relationship	Years Known
Email		Phone
Name	Relationship	Years Known
Email		Phone
Name	Relationship	Years Known
Email		Phone

APPLICATION ACKNOWLEDGEMENT AND AUTHORIZATION

Please read all statements and sign below:

I authorize both the Lakota Family 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 Lakota Family YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by the Lakota Family YMCA I understand my employment can be terminated, with or without cause and with or without notice at any time at the option of the Lakota Family YMCA or myself.

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 Lakota Family YMCA is not obligated to retain or consider application for future openings. If hired, I agree to abide by Lakota Family YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: _____ Date: _____

YMCA Interviewer Use ONLY

Interviewed by:		Interview Date and Time:	
Neatness:		Character:	
Personality:		Ability:	
Hired:	Position:	Start Date:	Pay Rate:
Additional Information/Comments:			