



# CROSSROADS YMCA, INC.

## Employment Application

DATE: \_\_\_\_\_

POSITION APPLIED FOR \_\_\_\_\_ Branch: ☐ Griffith ☐ Hammond  
☐ Southlake ☐ Whiting

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Salary Requirements \_\_\_\_\_

**Note:** Criminal background checks must be obtained upon hiring.

Are you under 18 years of age? ☐ Yes ☐ No If yes; can you furnish a work permit? ☐ Yes ☐ No

Are you a citizen of the United States? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

If no, explain \_\_\_\_\_

Have you ever pled "guilty," "no contest," or been convicted of a crime (misdemeanor or felony)?

☐ Yes ☐ No if yes, give dates and details: \_\_\_\_\_

*Answering "yes" to these questions does not constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied will be considered*

### Employment Availability and Preferences:

Have you ever worked for this company ☐ Yes ☐ No Who referred you to us? \_\_\_\_\_

Which Branch \_\_\_\_\_ Year(s) worked \_\_\_\_\_

Have you any restrictions with regards to hours or days available for employment?

If yes, explain \_\_\_\_\_

**Education:** If not High school graduate, indicate highest grade completed \_\_\_\_\_.

If not High school graduate, have you earned a GED? ☐ Yes ☐ No

Name & Address High School, College, Business Trade School	Major course or degree	Dates Attended	Degree Received

Other special training or skills (languages, clerical, computer, CPR, first aid, etc.)

Describe non-employment activities you have been engaged in that might strengthen your application.

**List available days/ hours**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred job status: ☐ Full time ☐ Part Time ☐ Seasonal ☐ As needed

**References:** Please furnish the names, address & phone numbers of two people to whom you are not related and by whom you have not been employed.

Name	Address	Phone	How does this person know you?

**Work Experience** (Begin with most recent including military)

Employers' name address, phone & supervisor	Job title and/or responsibilities	Salary Begin/End	Dates of Employment	Reason for Leaving

**General:**

1. If currently employed, may we contact your employer?
2. May we contact past employer(s)?

☐ Yes ☐ No  
☐ Yes ☐ No

I certify that all the above answers are true and correct to the best of my knowledge and belief. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, or medical history and other related matters as may be necessary for an employment decision. I hereby release employers, schools or persons from all liability when responding to inquiries in connection with my application. In the event I am employed. I understand that false or misleading information given in my application or interview(s) may result in discharge.

(Applicant's Signature)

(Date)