



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

JOIN THE TEAM

ANAHEIM FAMILY YMCA EMPLOYMENT APPLICATION

Working for the YMCA gives you the extraordinary opportunity to make a difference in people's lives, build and model good character, and grow as a leader. You'll take home the smile you get from teaching children to tie their shoes or to do the backstroke. You'll feel pride in watching teens you have mentored graduate from high school and achieve honors. You'll thrive from the excitement of an older adult who has reached a new health goal. You'll be inspired when you see your hard work come to life as it brings families closer together. At the YMCA, you'll know what it means to impact someone's life.

ABOUT THE Y

The Y is a powerful association of men, women and children of all ages and from all walks of life joined together by a shared cause: to strengthen the foundations of community. Together, we ensure that every individual has access to the essentials needed to learn, grow and thrive.

OUR FOCUS:

The Y is focused on three primary areas:

- **YOUTH DEVELOPMENT**
- **HEALTHY LIVING**
- **SOCIAL RESPONSIBILITY**

OUR VALUES:

The Y's core values are taught and modeled in all we do:

- **CARING:** Show a sincere concern for others
- **HONESTY:** Be truthful in what you say and do
- **RESPECT:** Follow the golden rule
- **RESPONSIBILITY:** Be accountable for your promises and actions

ONE VOICE:

All Y employees speak in one "voice" using five key elements:

- **NURTURING:** We care for, support, and help develop through encouragement
- **GENUINE:** We are honest and open with others
- **HOPEFUL:** We take an optimistic or positive view of future outcomes
- **DETERMINED:** As the world continually changes, we remain steadfast in devoting full strength and attention toward each person's development
- **WELCOMING:** We accept everyone eagerly, warmly, hospitably, and as equal participants

ANAHEIM FAMILY YMCA EMPLOYMENT APPLICATION

Anaheim Family YMCA, a community organization serving families of Anaheim, Stanton, La Palma and Cypress, is seeking out motivated individuals to help deliver its strong character programs focused on youth development, healthy living and social responsibility. We offer excellent training programs and career opportunities.

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, ancestry, veteran status, marital status, sexual orientation, disability, medical condition, age or any other status protected by state, federal or civil rights laws.



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

ANAHEIM FAMILY YMCA
www.anaheimymca.org

- 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: _____ Date: _____

Date Available to begin work: _____

NAME: _____
First Middle Initial Last

Address: _____
Street City State Zip

Email: _____

Telephone: Home _____ Business _____ Cell _____

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

If hired, can you provide proof of HS diploma/college diploma/GED and or transcripts? ☐ Yes ☐ No
(Employment may be dependent on verification of education history and certificates of completion).

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

If no, describe the functions that you cannot perform: _____

NOTE: We comply with the A.D.A. (Americans with Disability Act) and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.

Have you **EVER** been convicted of a crime (including any misdemeanors or felonies) in the State of California, other than a marijuana related conviction that is more than two years old at the time of this application, and other than a minor traffic offense? ☐ Yes ☐ No

Have you **EVER** been convicted of a crime (including any misdemeanors or felonies) from another state, federal court, military or jurisdiction outside of the United States other than a minor traffic offense? ☐ Yes ☐ No

NOTE: Criminal convictions from another State or Federal court are considered the same criminal convictions in California.

If you answered **YES** for either question, give complete details on the last page of this application indicating the nature and circumstances of each crime, the date and the location in which each crime occurred.

You must disclose all convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago
2. It was only a misdemeanor
3. You didn't have to go to court (your attorney went for you)
4. You had no jail time or the sentence was only a fine or probation
5. You received a certificate of rehabilitation
6. The conviction was later dismissed, set aside or the sentence was suspended

NOTE: If the criminal background check reveals any conviction(s) that you did not disclose on this form, your failure to disclose the conviction(s) may result in denial of employment with the Anaheim Family YMCA.

Employment Information

Please list times you are available to work:

Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.

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 location? _____

Name of Supervisor: _____

Have you previously volunteered at this YMCA or any other YMCA? ☐ Yes ☐ No

If yes, when? At which locations? _____

Name of Supervisor: _____

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? ☐ YMCA Staff Referral ☐ YMCA Participant
☐ School ☐ Advertisement
Name of referral source: ☐ Walk-in ☐ Other: _____
☐ YMCA Website

Education, Training and Skills

Educational Background

	Name of School	City, State	Diploma Awarded	Degree/Major
<input type="checkbox"/> High School <input type="checkbox"/> 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 or volunteer activities that might strengthen your application: _____

Language Skills

Do you speak, write or read any language other than English? If yes, please list below.
Please check all that apply.

Language:

	_____ Speak	_____ Write	_____ Read
	_____ Speak	_____ Write	_____ Read
	_____ Speak	_____ Write	_____ Read

Military Service

Period of active duty (Mo/Yr) From _____ To _____

Branch of Service _____ Rank at Discharge _____

Please check if you are proficient (Intermediate level or better) with any of the following:

- | | | | |
|-------------------------------------|--|---------------------------------|---|
| <input type="checkbox"/> MS Word | <input type="checkbox"/> MS PowerPoint | <input type="checkbox"/> Access | <input type="checkbox"/> General Office |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Internet Navigation | <input type="checkbox"/> Other: | Equipment Operation |
| <input type="checkbox"/> MS Outlook | <input type="checkbox"/> Typing Speed _____ | | (fax, copier, scanner, etc.) |

Please list any current license(s), permits, certification(s), and professional organization affiliations that you may have (i.e. - CPR, Lifeguard, First Aid, ECE Classes, etc.)

TYPE	LEVEL	EXPIRATION DATE

If required to drive for YMCA Business, do you have a current/valid driver's license? ☐ Yes ☐ No

Do you have current CA minimum required automobile insurance coverage? ☐ Yes ☐ No

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

Employment History

List all previous employment, no matter how short, during the past seven years
STARTING WITH THE MOST RECENT.

NOTE: You must complete this section even if attaching a resume.

Employer	Telephone	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of the work performed and job responsibilities.
Address		Starting Hourly Rate/ Salary: \$ ____ per ____	
Job Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Immediate Supervisor and Title			
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Job Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Immediate Supervisor and Title			
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Job Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Immediate Supervisor and Title			
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please explain any gaps in your employment history.

Have you ever failed to be rehired, been involuntarily discharged, fired or asked to resign a position?

☐ Yes ☐ No If yes, please explain.

Please see the following page for additional employment history if needed.

Employment History

Employer	Telephone	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of the work performed and job responsibilities.
Address		Starting Hourly Rate/ Salary: \$ ____ per ____	
Job Title			
Immediate Supervisor and Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Address		Starting Hourly Rate/ Salary: \$ ____ per ____	
Job Title			
Immediate Supervisor and Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

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Address		Starting Hourly Rate/ Salary: \$ ____ per ____	
Job Title			
Immediate Supervisor and Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Telephone	Dates Employed: From: ____/____/____ To: ____/____/____	Summarize the nature of the work performed and job responsibilities.
Address		Starting Hourly Rate/ Salary: \$ ____ per ____	
Job Title			
Immediate Supervisor and Title		Ending Hourly/Rate/ Salary: \$ ____ per ____	
Reason for leaving:	Eligible for Rehire <input type="checkbox"/> Yes <input type="checkbox"/> No		

Personal References**NOTE:** You may use only one immediate relative as a personal reference

Name: _____ Relationship: _____ Yrs. known: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Phone: _____ Alt. Phone: _____

Name: _____ Relationship: _____ Yrs. known: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Phone: _____ Alt. Phone: _____

Name: _____ Relationship: _____ Yrs. known: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____ Phone: _____ Alt. Phone: _____

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 policy 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 and we provide annual child abuse prevention training to all staff and volunteers.

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 they may supply that may be required to reach an employment decision. 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, drug, health and TB Screenings.

I agree to authorize release of all the results on information obtained. 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 may result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by the YMCA I understand my employment is "at will" which can be terminated, with or without cause and with or without notice, at any time at the option of the YMCA or myself. I understand that, other than the CEO of the YMCA, no manager, supervisor or representative of the YMCA has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of the YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the YMCA.

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 beyond three months from date application is signed. If hired, I agree to abide by all YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Initials _____	<p>Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the YMCA, I am entitled to copies of any such public records obtained by the YMCA unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.</p> <p><input type="checkbox"/> I waive receipt of a copy of any public record described in the paragraph above.</p>
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Applicant Signature: _____

Date: _____

Print Name: _____