

Employee

Volunteer



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# EMPLOYMENT APPLICATION

Thank you for your interest in **The Greater Lockport Family YMCA and Camp Kenan**

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 join the YMCA Staff team, please complete the application below in full.

- Please attach three letters of reference; your application is not complete without them.
- Do not leave any spaces blank. Resumes may be included in addition to a completed application.
- Read and sign the last page of the application.

## PERSONAL INFORMATION

Position Applying For \_\_\_\_\_ Date \_\_\_\_\_

Preferred YMCA Site Location \_\_\_\_\_ Date Available \_\_\_\_\_

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_  
Home Cell Business

Are you 18 years of age or older? (If not, you are required to provide proof of age and 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, misdemeanor or criminal offense or violation?  YES  NO

If yes, please provide a date, location, charges and a complete explanation of all offenses.

(A conviction will not necessarily bar employment. The YMCA will consider the nature, date and circumstances of the offenses.)

### 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 and we provide child abuse prevention training to staff.



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

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

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

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

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

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

---



---

**PERSONAL REFERENCES** (Please provide three personal references, no more than one family member. These references should be different than those used for your reference letters.)

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Email \_\_\_\_\_ Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

**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 or any others) 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.

If I am employed by the 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 YMCA or myself. I understand that, other than the Executive Director 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. 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. 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.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# YMCA CAMP KENAN ADDITIONAL APPLICATION SHEET

Please list any experience as a camper or camp staff member including name of camp and dates.

---



---



---



---



---

In the following list, put number "1" before those activities you can organize and teach as an expert ; "2" for those activities in which you can assist in teaching; and "3" for those which are just your hobby; "C" for those in which you have *current* certification.

## Adventure/Ropes

- Teambuilding
- Low Ropes Course
- High Ropes Course
- Rock Climbing
- Bouldering

## Performing Arts

- Campfire Songs
- Drama
- Improvisational / Skits
- Dance
- Instrument \_\_\_\_\_

## Outdoor Education

- Fire building
- Hiking
- Nature/Ecology
- Outdoor Cooking/Living
- Astronomy
- Other \_\_\_\_\_

## Aquatics

- Canoeing
- Swimming
- Kayaking
- Pool Games
- Water Polo
- Lifeguard Cert.
- WSI
- Waterfront Lifeguard
- Other \_\_\_\_\_

## Other Areas

- Chapel Services
- CPR/AED \_\_\_\_\_
- First Aid \_\_\_\_\_
- Cooking
- YMCA Ragers Program
- Photography
- Medical Care \_\_\_\_\_
- Office Work
- Special Needs

## Arts and Crafts

- Boondoggle
- Candle-making
- Ceramics
- Drawing/Painting
- Macramé
- Leather working
- Silk Screening
- Tie-Dye
- Other \_\_\_\_\_

## Sports

- Archery
- Basketball
- Baseball
- Games (tag, kickball, etc.)
- Hockey
- Lacrosse
- Soccer
- Fishing
- Other \_\_\_\_\_

**Please rank the age groups with which you are most interested in working. (1=highest, 3=lowest)**

\_\_\_\_\_ 6-8 year-olds \_\_\_\_\_ 9-11 year-olds \_\_\_\_\_ 12-15 year-olds

Describe your experience working with children ages 6 to 15 as a leader.

---



---



---

Why do you want to work at YMCA Camp Kenan?

---



---



---



---



---

What contributions do you think you can make at camp? Please list any special skills or talents.

---

---

---

---

What contributions do you think a well-run camp can make to children?

---

---

---

---

---

---

Camp staff spends most of their day living and working closely within the camp community. How will you be successful within this unique work environment?

---

---

---

---

---

---

What can you do for us that someone else can't? / What sets you apart from the many that are applying for a position to work at camp?

---

---

---

---

---

---

How would your co-worker describe you?

---

---

---

---

---

What do you look for in a job?

---

---

---