



Employment Application

STRENGTHENING THE FOUNDATION OF OUR COMMUNITY

Thank you for your interest in the YMCA of Ottumwa!

The YMCA of Ottumwa Iowa is an equal opportunity employer. We do not discriminate in the recruitment, hiring or conditions of employment on the basis of race, color, religion, national origin, citizenship status, sex, marital status, disability, age or veteran status or any other status protected by law.

If you would like to join our 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: _____ Date of Application: _____

Preferred Family Center Location(s): _____ Date Available: _____

Name: _____

Address: _____

City/State/Zip: _____

Home Phone: _____ Cell/Business Phone: _____

Email Address: _____

Are you 18 years of age or older? *(If not, you may be required to provide authorization to work)* 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 discharged or asked to resign from a previous job? If yes, give dates and circumstances. Yes No

Have you ever been subject to a child or adult abuse investigation? If yes, please provide a date, charge and general comment. Yes No

Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, charge and general comment. *(A conviction will not necessarily bar employment. The Company may consider the nature, date and circumstances as to whether the offense is relevant to the duties of the position applied for.)* Yes No

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status: Full time Part time

What is your desired salary range? _____ per Hour Year Seasonal As Needed

If you are a student applying for seasonal work, will you be available during the school year?

Yes No

Are you willing to work a split shift?

Yes No

Have you previously been employed by the YMCA of Ottumwa or any other YMCA?

Yes No

If yes, when?

at which locations? _____

Do you have any relatives currently working for the Ottumwa YMCA or any other YMCA?

Yes No

If yes, Name(s) and Relationship: _____

How did you hear about the Ottumwa YMCA?

YMCA Staff Referral YMCA Member

Name of referral source: _____

School Advertisement

Walk-In Other

YMCA Website

Education & Training

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		

What languages do you speak and/or write fluently? _____

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.
Address		To:	
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	

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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: _____	Position: _____	Years Known: _____
Address: _____	City: _____	State: _____ Zip: _____
Phone #: (____) _____	Alternate #: (____) _____	

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Address: _____	City: _____	State: _____ Zip: _____
Phone #: (____) _____	Alternate #: (____) _____	

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Address: _____	City: _____	State: _____ Zip: _____
Phone #: (____) _____	Alternate #: (____) _____	

Application Acknowledgement and Authorization

Please read all statements and sign below:

I authorize both the YMCA of Ottumwa Iowa 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 that submission of an application does not guarantee employment. I understand that nothing contained in this application or in the interview process is intended to create a contract between the Company and myself. I understand that if hired as a result of this employment application, my employment may be discontinued with or without cause at either the Company's option or my option, and that employment with the Company is considered "at-will". I agree that my employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. This constitutes my entire agreement with the Company during my employment. If employed, I agree to conform to the rules, regulations and policies of the Company at all times.

I understand that any offer of employment is contingent upon successful completion of both a urinalysis drug screen and criminal history background check. I give my consent to both screening devices. I understand that should I refuse to participate, I will not be considered for employment. I further understand that at any time during my employment, I may be required to take a drug screen if management reasonably suspects a condition exists that will prevent me from performing my job in a safe manner.

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 acknowledge that I have read the above statements and understand them. 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 said document (and any other document submitted such as a resume) will be cause for denial of employment or termination of employment regardless of the timing or circumstances of discovery.

Signature: _____ Date: _____