



HAMILTON AREA YMCA

EMPLOYMENT APPLICATION

We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws. Reasonable accommodations will be made for applicants with disabilities and qualified new hires.

APPLICANT NAME: _____ DATE: _____

POSITION OR TYPE OF WORK APPLYING FOR: _____

SEEKING: FULL-TIME PART-TIME* SEASONAL

*IF PART-TIME IS PREFERRED, SPECIFY DAYS AND HOURS PER WEEK: _____

SHIFT PREFERENCE(S): DAY EVENING WEEKEND

ADDRESS: _____
(STREET) (CITY) (STATE) (ZIP)

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE HAMILTON AREA YMCA YES NO

IF YES, DATES AND DEPARTMENT: _____

WERE YOU REFERRED BY A CURRENT STAFF MEMBER? IF YES, PLEASE LIST NAME: _____

WERE YOU REFERRED BY A CURRENT HAMILTON AREA YMCA MEMBER? IF YES, PLEASE LIST NAME: _____

LIST ANY RELATIVES WHO ARE CURRENTLY EMPLOYED BY OUR FACILITY:

(NAME) (RELATIONSHIP) (DEPARTMENT)

(NAME) (RELATIONSHIP) (DEPARTMENT)

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? YES NO

ARE YOU 18 YEARS OF AGE OR OLDER ? YES NO * IF NOT, YOU WILL BE REQUIRED TO FURNISH WORKING PAPERS UPON HIRE.

YOU MUST BE AT LEAST 16 YEARS OF AGE TO APPLY FOR A POSITION AT THE YMCA, YES NO
ARE YOU AT LEAST 16 YEARS OF AGE?

EMPLOYER: _____ DATES OF EMPLOYMENT: _____

ADDRESS: _____ SALARY: _____

POSITION TITLE: _____ REASON FOR LEAVING: _____

SUPERVISOR'S NAME AND PHONE NUMBER: _____

BRIEF DESCRIPTION OF DUTIES:

EMPLOYER: _____ DATES OF EMPLOYMENT: _____

ADDRESS: _____ SALARY: _____

POSITION TITLE: _____ REASON FOR LEAVING: _____

SUPERVISOR'S NAME AND PHONE NUMBER: _____

BRIEF DESCRIPTION OF DUTIES:

EMPLOYER: _____ DATES OF EMPLOYMENT: _____

ADDRESS: _____ SALARY: _____

POSITION TITLE: _____ REASON FOR LEAVING: _____

SUPERVISOR'S NAME AND PHONE NUMBER: _____

BRIEF DESCRIPTION OF DUTIES:

REFERENCE CHECKS

- PLEASE DISTRIBUTE THE WRITTEN REFERENCE CHECK FORMS TO **FOUR (4)** PROFESSIONAL OR PERSONAL REFERENCES. PROFESSIONAL REFERENCES MAY BE PREVIOUS EMPLOYER, COACH, TEACHER, ETC. **AT LEAST ONE REFERENCE MUST BE A PERSONAL REFERENCE.**
- **THE REFERENCE FORMS MUST BE COMPLETED AND RETURNED BEFORE YOU CAN BEGIN WORKING.**
- PLEASE ALSO LIST YOUR REFERENCE NAMES AND CONTACT INFORMATION BELOW.
- HAVE YOUR REFERENCES COMPLETE THE FORM IN ITS ENTIRETY AND RETURNED BY THE DATE INDICATED BY YOUR SUPERVISOR.
- PLEASE INFORM YOUR REFERENCES THAT A REPRESENTATIVE FROM THE HAMILTON AREA YMCA **WILL BE CONTACTING THEM** TO CONFIRM THAT THEY COMPLETED THE REFERENCE CHECK FORM.

REFERENCE NAME	RELATIONSHIP	PHONE NUMBER	EMAIL ADDRESS

ADDITIONAL INFORMATION

PLEASE LIST ANY ADDITIONAL INFORMATION YOU THINK WOULD BE APPLICABLE (INTERNSHIPS, VOLUNTEER EXPERIENCE MEMBERSHIPS IN ORGANIZATIONS, ADDITIONAL RELEVANT SKILLS AND EMPLOYMENT, ETC.):

I CERTIFY THAT MY ANSWERS TO THE FOREGOING QUESTIONS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. **THE HAMILTON AREA YMCA** IS HEREBY AUTHORIZED TO INVESTIGATE FULLY ALL INFORMATION CONTAINED HEREIN, INCLUDING BUT NOT LIMITED TO: REFERENCE CHECKS, LICENSURE VERIFICATION AND EDUCATION BACKGROUND.

I AGREE THAT ANY MISREPRESENTATION OF FACTS CONTAINED IN THIS APPLICATION MAY BE CAUSE FOR MY DISMISSAL.

APPLICANT SIGNATURE: _____ **DATE:** _____



HAMILTON AREA YMCA
PRE - EMPLOYMENT REFERENCE CHECK

Candidate Name: _____	Reference Name: _____
Company Name (if applicable): _____	Reference Phone #: _____
Reference Email Address: _____	

- In what capacity do you know the applicant (as their supervisor, teacher, coach, etc.)? _____

	<u>Below Avg.</u>	<u>Avg.</u>	<u>Above Avg.</u>
2. To what degree was this person dependable and trustworthy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. To what degree were this person's services satisfactory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. How was this person's attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. How was this person's communication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Have you observed the applicant working with children? Yes No If yes, can you give an example of how the applicant relates to children: _____
- To the extent that you know, please tell me about the applicant's role with children. For example: school volunteer, youth coach, day care volunteer, etc. _____
- Are you aware of any reason why we should not allow this applicant to work with children? Yes No
- If this is a professional reference, please describe the type of work for which the candidate was responsible:

- a. How long has/was the candidate employed by your organization? _____
- b. If they are no longer employed, what was their reason for leaving? _____
- Based on your interaction with the candidate, please describe his/her interpersonal skills: _____

- What qualities have you seen this candidate display that you feel would make him/her an asset to the Hamilton Area YMCA? _____

- Would you recommend this person for YMCA employment? Yes No If no, please explain: _____

Signature of Reference

Date

Signature of Candidate

Date

NOTE: Please note that you may be called or emailed by a Hamilton Area YMCA representative as assurance that you, in fact, filled out this reference form.



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6. Have you observed the applicant working with children? Yes No If yes, can you give an example of how the applicant relates to children: _____

7. To the extent that you know, please tell me about the applicant's role with children. For example: school volunteer, youth coach, day care volunteer, etc. _____

8. Are you aware of any reason why we should not allow this applicant to work with children? Yes No

9. If this is a professional reference, please describe the type of work for which the candidate was responsible:

a. How long has/was the candidate employed by your organization? _____
b. If they are no longer employed, what was their reason for leaving? _____

10. Based on your interaction with the candidate, please describe his/her interpersonal skills: _____

11. What qualities have you seen this candidate display that you feel would make him/her an asset to the Hamilton Area YMCA? _____

12. Would you recommend this person for YMCA employment? Yes No If no, please explain: _____

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