



Madison Area YMCA

Employment Application

YMCA Mission:

The Madison Area YMCA, part of a worldwide association based on Christian principles, inclusive of all people, provides quality programs that develop a healthy spirit, mind and body and promotes the core values of caring, honesty, responsibility and respect.

Work With Us!

The YMCA builds strong kids, strong families and strong communities. We are looking for talented people, friendly staff who are interested in working with people and making a difference in the lives of children and families. With more than 135 years of experience, the YMCA knows that its mission is achieved one person at a time – carried out in the hearts and hands of each caring and skillful staff member. At the YMCA our success is not only on the bottom line but also on how well we provide services to our members.

Opportunities

The YMCA is an exciting place to work. You would be joining a team of highly motivated, highly talented self-starters with a variety of backgrounds. The YMCA values its employees. As a YMCA staff member you are encouraged to try new things and look for creative approaches to your job. We recognize achievement with opportunities for advancement within the YMCA organization.

Family Center
111 Kings Road
Madison, NJ 07940
973-822-9622

Kirby Center
54 East Street
Madison, NJ 07940
973-377-4945



MADISON AREA YMCA EMPLOYMENT APPLICATION

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

****NOTICE TO APPLICANTS****
The YMCA maintains a "Zero Tolerance" for child abuse and/or substance abuse. Criminal background check and other federal or state screenings for child abuse will be conducted.

The Madison Area YMCA provides equal employment opportunity without regard to race, color, religion, gender, age, national origin, marital status, veteran status, sexual orientation, mental or physical disability, or any other characteristic protected by law.

PERSONAL INFORMATION: (PLEASE PRINT CLEARLY)

Last Name	First	Middle	S.S.#
			Will be requested if hired
Current Mailing Address			Apt Number, PO Box, Building
Current Phone	City		State Zip Code
Email Address			
Permanent Mailing Address	City		State Zip Code
Are you legally authorized to work in the United States? If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment.		Are you over the age of 18? If not over the age of 18 can you obtain a valid work permit?	
Type of work or position for which you are applying: _____ Full-Time _____ Part-Time Position Title		Have you ever worked for the YMCA? If yes, when and what position?	
Have you ever been convicted of a crime? Information provided will not automatically disqualify you as an applicant. If hired, the Y conducts a criminal background check for all employees.		If you answered yes to being convicted of a crime, please provide the following: Date, Place, Nature of offense:	
ONLY For jobs requiring use of a YMCA vehicle or if you are to be reimbursed for driving your personal vehicle while on YMCA business, please complete the following. If hired and you use a YMCA vehicle or are reimbursed for using your personal vehicle, you will be subject to an annual Department of Motor Vehicles check.		How did you hear about this position?	
Do you have a valid driver's license? Has your driver's license been suspended or revoked in the past 5 years? Have you been convicted of a moving violation in the past 5 years?		_____ Advertisement (where) _____ _____ Friend (name) _____ _____ In-Building Display _____ Other (specify) _____	

Please check any current certifications:

_____ Lifeguard Certification	_____ NJ Group Teacher Approval
_____ Swim Instructor Certification	_____ CDA (Child Development Associate)
_____ First Aid	_____ NJ Head Teacher Qualification
_____ CPR (Cardio Pulmonary Resuscitation)	_____ Teacher Certificate
_____ EMT (Emergency Medical Technician)	_____ CDL (NJ Commercial Driver's License)
_____ Current YMCA Certifications:	_____ Personal Trainer Certification:
_____ Other:	_____ Other:

EMPLOYMENT HISTORY: (PLEASE PRINT CLEARLY)

Beginning with the most recent, list all employment even if resume is provided:

Employer	Address		Start & End Dates (MM/YY-MM/YY)
Name of Supervisor	Supervisor's Title	Phone Number	Starting Salary
Starting Position	Current or Last Position		Current or Ending Salary
Description of duties and accomplishments _____ _____			Reason for Leaving
			May we contact this employer? ____ Yes ____ No

Employer	Address		Start & End Dates (MM/YY-MM/YY)
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Starting Position	Current or Last Position		Current or Ending Salary
Description of duties and accomplishments _____ _____			Reason for Leaving
			May we contact this employer? ____ Yes ____ No

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Name of Supervisor	Supervisor's Title	Phone Number	Starting Salary
Starting Position	Current or Last Position		Current or Ending Salary
Description of duties and accomplishments _____ _____			Reason for Leaving
			May we contact this employer? ____ Yes ____ No

PERSONAL REFERENCES: (PLEASE PRINT CLEARLY)

List three persons, preferably those familiar with your abilities including one family member.

First Name	Last Name	Relationship	Phone	Years Known
First Name	Last Name	Relationship	Phone	Years Known
First Name	Last Name	Relationship	Phone	Years Known

EDUCATIONAL HISTORY: (PLEASE PRINT CLEARLY)

Educational Institution	Number of years completed	Graduated Yes/No	If presently attending, estimated date of graduation	Course, Major or Degree Received
High School				
Address				
City, State				
College				
Address				
City, State				
College				
Address				
City, State				

Please describe your experience with computers and/or office machines.

Provide information about community or volunteer activities, professional trade or service organizations to which you belong which you believe may demonstrate your job related abilities. (You may exclude those that indicate race, color, religion, gender, national origin, age, handicap, or status as a veteran).

Read carefully before signing:

1. I understand that the receipt of this application does not imply that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I will be subject to immediate dismissal if at any time the Madison Area YMCA discovers that I have omitted, misstated, or falsified information on this application or at any time during the hiring process.
3. I authorize the Madison Area YMCA to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit, criminal convictions, motor vehicle history and other reports. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to the Madison Area YMCA. I hereby release any individual, agency, and the Madison Area YMCA from all claims or liabilities that may arise from the disclosure of such information.
4. I understand that all employees of the Madison Area YMCA are employees at will. If hired, I will be free to resign at any time. Likewise, the Madison Area YMCA will have the right to terminate my employment at any time with or without any reason or notice. Neither this application, the Human Resources Handbook, or any other documents given to me is intended to create, nor should such documents be construed as creating an expressed or implied contract of employment for a definite term. I understand that no other company representative has the authority to alter my at-will status without the written approval of the Madison Area President.
5. A copy of this authorization will be considered as effective and valid as the original.

My signature certifies that I have read and agree with the above statements.

Applicant Signature

DATE

Parent/Guardian Signature for Under Age 18 Applicant

DATE