



## Southington-Cheshire Community YMCAs

**For Youth Development, For Healthy Living, For Social Responsibility**

### Employment Application

The Southington-Cheshire Community YMCAs is an equal opportunity employer. The YMCA does not discriminate in hiring or make any other decision on the basis of race, color, religion, marital status, sex, sexual orientation, citizenship, national origin, age, learning disability, physical disability, or status in any other class protected by state or federal law. The questions on this application are intended to secure information and eligibility to work in the United States.

|  |                  |   |            |
|--|------------------|---|------------|
| <b>First Name</b>  | <b>Last Name</b> | <b>MI.</b>                                | <b>SS#</b> |
| <b>Street address</b>  |                  | <b>Home phone</b>                         |            |
|  |                  | <b>Cell Phone</b>                         |            |
| <b>City, State, Zip</b>  |                  | <b>E-Mail address</b>                     |            |
| <b>Position applying for:</b>  |                  | <b>Date available to start:</b>           |            |
| <b>Salary Desired</b>  |                  |   |            |
| <b>Do you have legal rights to work in the United States? Yes No</b>   |                  |   |            |
| <b>Will you now or in the future require sponsorship for employment visa status (e.g) H-1B status)? Yes No</b>   |                  |   |            |
| <b>Have you been in or are you currently in the Military Services? Yes No</b>  |                  |   |            |
| <b>Do you currently have Military commitments? Yes No</b>  |                  |   |            |
| <b>Please explain</b>  |                  |   |            |
| <b>Are you over the age of 18? Yes No</b>  |                  | <b>How were you referred to the YMCA?</b> |            |
| <b>Have you ever been employed by the YMCA before? Yes No</b>  |                  |   |            |
| <b>If yes, please provide dates of employment, position and reason for leaving.</b>  |                  |   |            |
| <b>Do you have any immediate relatives employed at the Southington-Cheshire Community YMCA's? Yes No</b>   |                  |   |            |
| <b>If yes, please list the name or names.</b>  |                  |   |            |
| <b>Do you have any experience working with children? Yes No</b>  |                  |   |            |
| <b>Please indicate business equipment you can operate along with the names of computer software programs and skill level at which you are competent.</b> |                  |   |            |
| <b>List any other skills which would relate to the position you are seeking.</b>   |                  |   |            |

Southington-Cheshire Community YMCAs 29 High Street, Southington, CT 06489 ph 860-628-5597 -  
Fax 860-426-9586 [www.sccymca.org](http://www.sccymca.org)

**Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.**

## Education

|   |  |  |  |
|---|--|--|--|
| Circle the highest grade level of formal education completed: High School 9 - 10 - 11 - 12<br>College 1 - 2 - 3 - 4 - Graduate School 1 - 2 - 3 - 4             |  |  |  |
| Name of High School   |  | Did you graduate? Yes No Diploma GED                     |  |
| Name of college or university<br>Did you graduate? Yes No<br>Degree(s) Earned   |  | How many years completed?<br><br>Dates attended: from to |  |
| Name of Graduate School<br>Degree Earned?   |  | Did you graduate? Yes No                                 |  |
| List of Certifications:<br>Professional License License #   |  | Certification # State Exp. Date Exp. date                |  |
| Has your license to practice your profession ever been voluntarily or involuntarily denied, suspended, reduced or revoked?<br>Yes No<br>If yes, please explain: |  |  |  |

## Work History: Please give a complete record of all employment, including periods of unemployment, for the past ten years.

|  |  |  |  |
|--|--|--|--|
| May we contact your present employer? Yes No     |  | Previous Employer? Yes No                        |  |
| 1. Name of current or last employer<br>Dates: to |  |  |  |
| Complete Address                                 |  |  |  |
| Position Title                                   |  | FT PT Temp Other                                 |  |
| Supervisors Name                                 |  | Phone # Reason for Leaving                       |  |
| Duties performed                                 |  |  |  |
| May we contact your previous employer? Yes No    |  |  |  |
| 2. Name of previous employer<br>Dates: to        |  |  |  |
| Complete Address                                 |  |  |  |
| Position Title                                   |  | FT PT Temp Other                                 |  |
| Supervisors Name                                 |  | Phone # Reason for Leaving                       |  |
| Duties performed                                 |  |  |  |
| May we contact your previous employer? Yes No    |  |  |  |
| 3. Name of previous employer<br>Dates: to        |  |  |  |
| Complete Address                                 |  |  |  |
| Position Title                                   |  | FT PT Temp Other                                 |  |
| Supervisors Name                                 |  | Phone # Reason for Leaving                       |  |
| Duties performed                                 |  |  |  |
| Business References (Supervisors)                |  | Personal References (May include family members) |  |
| Name   |  | Name   |  |
| Address:   |  | Address:   |  |
| Phone:   |  | Phone:   |  |
| Title Yrs.                                       |  | Yrs. Acquainted                                  |  |
| Name   |  | Name   |  |
| Address:   |  | Address:   |  |
| Phone:   |  | Phone:   |  |
| Title Yrs.                                       |  | Yrs. Acquainted                                  |  |
| Name   |  | Name   |  |
| Address:   |  | Address:   |  |
| Phone:   |  | Phone:   |  |
| Title Yrs.                                       |  | Yrs. Acquainted                                  |  |



## **Pre-employment Affidavit**

**I certify that the information provided on the application is complete and true. I further acknowledge that falsification or omission of any significant information presented or requested on the application or during the interview process may result in my rejection from employment or dismissal.**

**I hereby authorize Southington-Cheshire Community YMCA to request information regarding my work record and schooling from my former employers and/or schools I have attended.**

**I release from all liability or responsibility for any damage whatsoever the YMCA and any and all authorized persons, schools, companies, corporations, or organizations who provide information they may have concerning me.**

**I understand that as part of the final selection process, routine inquiries may be made which will provide applicable information related to my past work, education and criminal conviction record.**

**I realize that an unsatisfactory criminal background review or failure to satisfactorily complete a job related physical examination including drug screening when requested will result in my rejection or dismissal.**

**In the event of employment, I agree to observe all YMCA rules and policies governing proper conduct at all times while on duty. I further agree that compliance with these rules shall be one of the conditions of continued employment.**

**I understand that nothing contained in this employment application in the granting of an interview is intended to create an employment agreement between the YMCA and me for either employment or for the providing of any benefit.**

**NO promises regarding employment have been made or offered to me, and I understand that no such promise is binding at the YMCA.**

**I understand and agree that if I am hired, my employment and compensation is "AT WILL" and may be terminated at any time with or without cause, and with or without notice, at any time, at the option of the YMCA and myself.**

**I have read, understand and agree with this statement.**

**Applicant's**

**Signature** \_\_\_\_\_

**Date Signed** \_\_\_\_\_



## **Southington-Cheshire Community YMCAs**

**By joining our talented team of professionals, you will have an opportunity to make a difference in the lives of the neighbors and friends we serve each day. We pride ourselves on consistently achieving high customer satisfaction and strive to maintain the fine reputation we have earned.**

**As a member of the Southington-Cheshire Community YMCAs, each staff member will;**

- **Treat members of the Southington-Cheshire Community YMCAs and co-workers in a manner that is courteous and professional, and with respect, confidentiality and dignity at all times. Staff will act in a caring, honest, respectful and responsible manner at work and in the community. Your actions in the community can reflect positively, or negatively, on the YMCA as well as yourself.**
- **Demonstrate commitment to the "team".**
- **Strive for individual achievements', as well as growth and development of co-workers.**
- **Take ownership and responsibility for one's own actions and conduct oneself in a manner that reflects positively on the Southington-Cheshire Community YMCAs.**
- **Appear clean, neat, and appropriately attired. Abide by the Dress code policy and understand that it will be, at all times, the only acceptable dress code at the Southington-Cheshire Community YMCAs.**
- **Be familiar with, understand and abide by the Southington-Cheshire Community YMCAs Code of Conduct, policies and procedure, knowing where to access them, ensuring they are abided by and enforced.**
- **Remember that customer service is essential and recognized that "customers" are everyone with whom we interact; (YMCA members, visitors & co-workers & visitors).**

**If given the opportunity to be a member of the Southington-Cheshire Community YMCA staff and upon hire, I agree to abide by all Policies and procedures as well as the Southington-Cheshire Community YMCAs "Code of Conduct".**

**Applicant's Signature**\_\_\_\_\_

**Date signed**\_\_\_\_\_