

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 ____	
Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
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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.			

PERSONAL GOALS, INTERESTS AND SKILLS

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

What YMCA program areas interest you and why?

What characteristics do you feel you can offer the YMCA and its programs?

What would you like to accomplish if selected to work in a YMCA program?

Share with us other skills and interest areas:

Indicate type and level:

1 = lots of skill/experience

2 = some skill/experience

3 = interested in learning more

Musical Instruments _____

Sports _____

Languages _____

Martial Arts _____

Vocal/Singing _____

Arts & Crafts _____

Science _____

Graphics _____

Other _____

Dance _____

Art

Photography _____

Fencing _____

Sign Language _____

Outdoor Education _____

Math _____

Engineering _____

Other _____

Drama _____

Fitness _____

Boating _____

Ropes _____

Cooking _____

Carpentry _____

Literacy/Reading _____

Other _____

Other _____

YMCA of Springfield Employment Application

Personal References 3 References required. At least one reference must be a relative but no reference may be an past employer.
List employers in employment section.

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____ / _____

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 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 and agree that any offer of or continued employment is contingent upon successful completion of all background check processes, including a criminal history background check with fingerprinting as it applies to organizations which provide child care or school age care per State of IL licenses and codes. A barred report, negative report or discovery of false information will result in immediate termination.

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 CEO 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. Only the CEO of the YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. 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: _____ Date: _____

For YMCA Use Only

Interview Notes:

Match to Essential Functions of Position?

Level of Match to Leadership Competencies?

Strengths?

Concerns?

Reference Checks:

Employment References

Employer	Contact #	Hire Date	End Date	Position	Rehire?	Ok for youth?	Notes

Personal References

Person	Contact #	Relationship	Years Known	Strengths	Concerns	Ok for youth?	Notes

Relative References

Person	Contact #	Relationship	Years Known	Strengths	Concerns	Ok for youth?	Notes