



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYMENT APPLICATION

Thank you for your interest in the YMCA!

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to apply to join the YMCA staff 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: _____

Preferred YMCA Location: _____ Date Available: _____

NAME: _____ E-mail: _____
Last First MI

Address: _____
Street City State ZIP

Telephone: Home _____ / _____ Business _____ / _____ Mobile _____ / _____

Are you 18 years of age or older? *(If not, you may be required to provide work authorization.)* ☐ **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 convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. *(A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the offenses.)*

☐ **Yes**

☐ **No**

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

Employment Application

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status: ☐ Full-time ☐ Part-time ☐ Seasonal ☐ As Needed

Have you previously been employed by this YMCA or any other YMCA? ☐ Yes ☐ No

If yes, when? At which locations?

Have you previously volunteered at this YMCA or any other YMCA? ☐ Yes ☐ No

If yes, when? At which locations?

Do you have any relatives or household members currently working for this YMCA? ☐ Yes ☐ No

If yes, name(s) and relationship:

How did you hear about this opening?

Name of referral source:

☐ YMCA staff referral

☐ School

☐ Walk-in

☐ YMCA website

☐ YMCA member

☐ Advertisement

☐ Other _____

Education & Training

Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
☐ High School ☐ GED			☐ Yes ☐ No ☐ In Progress		
College			☐ Yes ☐ No ☐ In Progress		
Graduate School			☐ Yes ☐ No ☐ In Progress		
Vocational/ Other			☐ Yes ☐ No ☐ In Progress		

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 Application

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? ☐ Yes ☐ No		\$ _____ per _____		
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? ☐ Yes ☐ No		\$ _____ per _____		
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? ☐ Yes ☐ No		\$ _____ per _____		
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? ☐ Yes ☐ 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

Please list one relative as a reference.

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 employment is contingent upon successful completion of all background check processes, including a criminal history background check.

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: _____

YMCA of Kokomo Child Abuse Prevention CODE OF CONDUCT

1. In order to protect organization **employees/volunteers (E/V)**, and program participants – at no time during an organization program may an E/V person be alone with a single child where they cannot be observed by others. As E/V supervise children, they should space themselves in a way that another E/V can see them.
2. E/V shall never leave a child unsupervised.
3. Restroom supervision: E/V will ensure:
 - The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.
 - Children are with an adult E/V member and proceed in groups of three or more (e.g. 1 staff and 2 children or 2 staff and 1 child) when using the bathroom.
 - Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities.
 - No child, regardless of age, enters a bathroom alone on a field trip.
 - If E/V are assisting younger children, doors to the facility must remain open.
4. E/V should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, E/V should be positioned so that they are visible to others.
5. E/V shall not abuse children including:
 - physical abuse – strike, spank, shake, slap;
 - verbal abuse – humiliate, degrade, threaten;
 - sexual abuse – inappropriate touch or verbal exchange;
 - mental abuse – shaming, withholding love, cruelty;
 - neglect – withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. E/V must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. E/V will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
7. E/V will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. E/V respond to children with respect and consideration and treat all children equally regardless of sex, sexual orientation, gender, age, race, religion and culture.
9. E/V will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. E/V will refrain from intimate displays of affection towards others in the presence of children, parents, and E/V.
11. While the organization does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the organization.
12. E/V must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.
16. E/V must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. E/V will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. E/V may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. E/V are not to transport children in their own vehicles.
20. E/V may not date program participants under the age of 18 years of age.
21. Under no circumstance should E/V release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the organization).
22. E/V are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I have read the above Code of Conduct that describes and explains the organizational policies for the protection of minors adopted by the YMCA of Kokomo on 07/24/2023. I understand and voluntarily agree to abide by these polices and understand that any violation of this Code of Conduct may result in termination of employment and/or volunteer status.

Employee/Volunteer Signature

Supervisor Signature

Date