

SEWICKLEY VALLEY YMCA  APPLICATION FOR EMPLOYMENT
625 Blackburn Road Sewickley, PA 15143 412-741-9622 Fax: 412741-3155
www.sewickleymca.org

PLEASE READ BEFORE COMPLETING THIS APPLICATION

The Association does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age, or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle

I am a citizen of the U.S. _____ **Home Phone Number** _____
A lawful permanent resident _____ **Business Phone Number** _____
An alien authorized to work until: _____

Present Address: _____
Street City State Zip

Permanent Address: _____
Street City State Zip

Are you 18 Years Or Older? Yes ___ No ___

GENERAL

Applying For: _____ (Position) **Date Available:** _____

Are you employed now? Yes ___ No ___ **If so, may we inquire of you present employer?**
Yes ___ No ___

Have you previously applied to this YMCA before? Yes ___ No ___

Have you ever pleaded guilty to, or been convicted of, a criminal offense? Yes ___ No ___

A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made.

If yes, give dates and circumstances: _____

Have you ever been involuntarily discharged, fired, or asked to resign a position?

Yes ___ No ___ **If yes, give dates and circumstances:** _____

EDUCATION

	Print Name, City and State For Each School Listed	Years Attended	Type of Course or Major	Degree Received
High School				
College		From: _____		
		To: _____		
Graduate School		From: _____		
		To: _____		
Trade, Bus., Night or Corres.		From: _____		
		To: _____		
Other		From: _____		
		To: _____		

EMPLOYMENT (List all positions you have held, beginning with your most recent)

Date/ Month Year	Name & Address of Employer	Salary	Position	Reason for leaving
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

How were you referred to the Sewickley YMCA?

_____ Advertisement _____ Employee Referral _____ Walk-in _____ Agency _____

Other _____ (Please specify) _____

Name of employee referred by: _____

REFERENCES (Give the names of three persons, not related to you, whom you have known at least one year)

Name	Address	Business	Phone Number	Years Acquainted

PLEASE READ CAREFULLY BEFORE SIGNING

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any application from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United State and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that provisions of the Pennsylvania Child Protective Services Act require investigation into my background.

Signature

Date