



San Luis Obispo County YMCA
 1020 Southwood Drive
 San Luis Obispo, CA 93401

YMCA employees must be CARING, HONEST,
 RESPECTFUL, and RESPONSIBLE in their
 relationship with others.

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer. At-Will Employer.

(PLEASE PRINT CLEARLY. Incomplete/illegible applications will not be considered.) DATE _____

Please note that a resume may be included, but does NOT take the place of a completely filled out application.

Position(s) applied for _____

NAME _____

CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE NO. _____ How long have you been at current address? _____

EMAIL _____

Would you work Full Time? _____ Part Time? _____ (If part time, please specify availability below)

Mon. _____ Tues. _____ Wed. _____ Thu. _____ Fri. _____ Sat. _____ Sun. _____

1. Have you ever been employed by the YMCA? _____ If yes, when and where? _____

2. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No
 If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

3. If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

4. Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No
 If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

5. List any friends and/or relatives working for us _____

6. Are you 18 years of age or older? Yes No

7. Why are you applying for work at the SLO County YMCA? _____

8. If hired, would you have a reliable means of transportation to and from work? Yes No

9. Have you ever been terminated or asked to resign from a job? Yes No

If yes, explain: _____

10. Are there any other experiences, skills, or qualifications which you feel would help you in your work at the YMCA? _____

EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
			5	6	7	8		
ELEMENTARY								
HIGH SCHOOL			1	2	3	4		
COLLEGE			1	2	3	4		
OTHER (specify)			1	2	3	4		

If the position you are applying for includes driving an Association vehicle, submit and attach a copy of your current Department of Motor Vehicles Driving Record (MRV) within thirty days.

CALIFORNIA DRIVERS LICENSE NUMBER _____ EXPIRATION DATE _____

WORK EXPERIENCE

List all present and past employment below -- last five years is sufficient -- beginning with your most recent or current employer. Account for all periods of unemployment, full-time school, Military Service, and volunteer work. Add another sheet or write on reverse if you need more space.

Company			From (mo/yr)	To (mo/yr)
Address			Starting Salary	Final Salary
City	State	Telephone #	Reason for Leaving	
Type of Business		Contact yes no		
Name of Supervisor				
Your position and Duties				

Company			From (mo/yr)	To (mo/yr)
Address			Starting Salary	Final Salary
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Type of Business		Name of Supervisor		
Your position and Duties				

CIVIC ACTIVITIES

List any professional, trade, business or civic activities, and offices held. Exclude groups which indicate race, color, religion, sex, national origin, or any other protected class.

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name and occupation	Address	Phone Number

ANYTHING ELSE?

Please furnish any other information you feel may be beneficial to your application:

PLEASE READ BEFORE SIGNING

We appreciate your interest in a position with the San Luis Obispo County YMCA. If you have any questions about making the following statement, please ask the interviewer to explain.

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials I hereby authorize the YMCA to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Association any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the YMCA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the YMCA. In addition, I understand and agree that if I am employed my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the YMCA and that no promises or representations contrary to the foregoing are binding on the YMCA unless made in writing and signed by me and the YMCA designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the YMCA, I am entitled to copies of any such public records obtained by the YMCA unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above

Date

Applicant's Signature

We build strong kids, strong families, strong communities.

EEO- Self-Identification Form

Providing this information is strictly voluntary on your part, and is not required to complete your Application of Employment. Providing the information or not providing the information will not in any way affect your application.

Federal government regulations require organizations like ours to maintain records of job applicants by gender and race. Additionally, we collect this information to ensure that we are monitoring our success in encouraging diverse applicants.

Please assist us by providing the requested information. Providing this information is strictly voluntary on your part, and is not required to complete your Application for Employment.

Female _____ Male _____

1. _____ African-American/Black (not of Hispanic origin)
2. _____ Asian or Pacific Islander (includes Indian Subcontinent)
3. _____ American Indian or Alaskan Native
4. _____ Hispanic/Latino (Spanish culture or origin, regardless of race)
5. _____ White (persons not of Hispanic origin, having origins in any of the original peoples of Europe, North Africa, or the Middle East)
6. Race not included above

Please specify _____

Are you multi-racial or multi-ethnic (parents from two or more of the above listed groups)?

Yes _____ No _____

If yes, please specify _____

Thank you for your assistance.

**THIS PAGE IS TO BE SEPARATED FROM THE ATTACHED
APPLICATION FOR EMPLOYMENT AND DIRECTED TO THE HUMAN
RESOURCES MANAGER.**