

GENERAL

Applying for position as _____ Acceptable Salary Range _____

FULL-TIME

PART-TIME

TEMPORARY

Notice Required _____

If applying for seasonal work, are you available to work during the school term? YES NO

Have you previously applied for employment with any YMCA? YES NO

Worked for any YMCA? YES NO If so, when and where? _____

How were you referred to the Y? EMPLOYEE AD SCHOOL DROP-IN AGENCY OTHER

Name of referral source indicated above: _____

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 failed to be reemployed, ever been involuntarily discharged, fired, or asked to resign a position?

YES NO If yes, give dates and circumstances: _____

EDUCATION

| | Print Name, City, & State for each school listed | DATES | Type of course or Major | If graduated, what year? | Degree Received |
|-------------------------------|--|------------------------|-------------------------|--------------------------|-----------------|
| HIGH SCHOOL | | From _____ To _____ | | | |
| HIGH SCHOOL | | From _____ To _____ | | | |
| COLLEGE | | From _____ To _____ | | | |
| COLLEGE | | From _____ To _____ | | | |
| TRADE, BUS., NIGHT OR CORRES. | | From _____ To _____ | | | |
| OTHER | | From _____ To _____ | | | |

Are you presently in school? YES NO If yes, give expected completion date: _____

List courses you are presently taking: _____

If not a High School graduate, indicate highest grade completed: _____

If not a High School graduate, have you earned a General Educational Development (GED) or High School equivalency? YES NO

EMPLOYMENT

Current, or last, employer _____ Employed from _____ to _____

Street Address _____ Salary at start _____ to _____

City _____ State _____ Zip _____ Telephone (____) _____

Name of your direct supervisor: _____ Your Title: _____

Briefly describe your responsibilities: _____

Did this job provide you with any experience with children? YES NO

If yes, please give a description of children: Number of children supervised at a time _____

Age Group _____ Sex: MALE FEMALE BOTH

Any experience supervising staff? YES NO If yes, describe: _____

Reasons for terminating, or considering change: _____

What did you like most about this job? _____

What did you like least about this job? _____

May we contact this employer while we are considering your application? YES NO

Next previous employer _____ Employed from _____ to _____

Street Address _____ Salary at start _____ to _____

City _____ State _____ Zip _____ Telephone (____) _____

Name of your direct supervisor: _____ Your Title: _____

Briefly describe your responsibilities: _____

Did this job provide you with any experience with children? YES NO

If yes, please give a description of children: Number of children supervised at a time _____

Age Group _____ Sex: MALE FEMALE BOTH

Any experience supervising staff? YES NO If yes, describe: _____

Reasons for terminating, or considering change: _____

What did you like most about this job? _____

What did you like least about this job? _____

May we contact this employer while we are considering your application? YES NO

EMPLOYMENT CONTINUED

Next previous employer _____ Employed from _____ to _____

Street Address _____ Salary at start _____ to _____

City _____ State _____ Zip _____ Telephone (____) _____

Name of your direct supervisor: _____ Your Title: _____

Briefly describe your responsibilities: _____

Did this job provide you with any experience with children? YES NO

If yes, please give a description of children: Number of children supervised at a time _____

Age Group _____ Sex: MALE FEMALE BOTH

Any experience supervising staff? YES NO If yes, describe: _____

Reasons for terminating, or considering change: _____

What did you like most about this job? _____

What did you like least about this job? _____

May we contact this employer while we are considering your application? YES NO

OTHER EMPLOYMENT NOT LISTED ABOVE

EMPLOYER/LOCATION

SUPERVISOR

YOUR TITLE

DATES

Give dates and explanations of any gaps in your employment history:

Describe any volunteer work, other experience, interest, training, or honors received in connection with your service to any organizations which you consider relevant to your ability to perform the job sought:

List all current special license(s), permit(s), certification(s), and level or credited hours (CPR, First Aid, etc.)

TYPE

LEVEL

EXPIRATION DATE

List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience: _____

COMPLETE IF APPLYING TO WORK WITH CHILDREN

Why do you want to work with and care for children?

With what age group or sex do you prefer to work? Why?

What is your philosophy about discipline?

What do you do when you are upset or angry about something?

Are you a pedophile or child abuser? YES NO
Have you ever been accused of being a pedophile or child abuser? YES NO If yes, please explain:

Other than through employment, how are you involved with children?

THE Y'S POSITION ON THE NATION-WIDE PROBLEM OF CHILD ABUSE

THE YMCA ENDORSES AND ENFORCES ITS POLICIES AND PRACTICES TO PREVENT CHILD ABUSE

Our first priorities in all youth programs are care and safety. We make an active and, we believe, effective effort to prevent abuse- verbal, physical, emotional, and sexual.

The YMCA's goals are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver programs in a positive YMCA environment of safety, support, and care.

Allegations or suspicions of child abuse are taken very seriously by the YMCA and will be reported to the State for investigation. The YMCA will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extent under the laws of this State.

All candidates will be subject to a thorough background investigation to screen-out molesters which may include, but are not limited to, checking the following:

- References of past employers
- Personal references
- Military records
- Volunteer organization history
- Periodic interviews with children and parents about day-to-day experiences, encouraging reports of anything outside the ordinary.
- Civic involvement
- Criminal background history
- Personal characteristics/activities
- Psychological testing

CAREER OPPORTUNITIES WITHIN THE YMCA

The YMCA is a community service organization dedicated to helping individuals and families reach their full potential promoting a healthy lifestyle in spirit, mind and body and by demonstrating Christian values.

Some career opportunities include:

- ⇒ Counseling
- ⇒ Sports and Physical Education
- ⇒ Camping
- ⇒ Child Care
- ⇒ Adolescent Leadership
- ⇒ Aquatics
- ⇒ Community Outreach
- ⇒ Family Program Leadership
- ⇒ Health and Fitness
- ⇒ Marketing
- ⇒ Accounting and Finance
- ⇒ Data Processing
- ⇒ Human Resources/Training Development
- ⇒ Administration
- ⇒ Clerical
- ⇒ Maintenance/Properties Management
- ⇒ Branch Management
- ⇒ Transportation

STAFF CODE OF ETHICS

1. Staff will not verbally, physically, emotionally, or sexually abuse a child.
2. Staff will not be alone with children except with prior approval of senior management, or in an emergency.
3. Staff will not use profanity in the presence of children, parents, participants, or other staff.
4. Staff will not display intimate affection towards others in the presence of children, parents, or other participants.
5. Staff will not accept gifts or money from children, parents, or other participants; nor will staff give gifts or money to children, parents, or other participants.
6. Staff/volunteers will not socialize, associate, or provide services (such as babysitting, private lessons, etc.) for program participants under the age of 18 outside of YMCA activities. There will be no exceptions unless individually approved by the President/CEO.
7. Staff will report any suspected abuse or neglect of a child to the Child Protective Service of the Virginia Department of Protective and Regulatory Services and law enforcement agencies, as required by Virginia State Law.
8. Staff will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact and maturity.
9. Staff will treat all children, regardless of age, race, religion, ethnicity, gender, or disability with respect, compassion and kindness.
10. Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement, and redirection.
11. Staff will never leave a child unsupervised.
12. Staff will appear clean, neat and appropriately dressed.
13. Staff will not attend work with physical or psychological conditions that might adversely affect children's health or sanity.
14. Staff will not use tobacco products during working hours in the presence of children or parents.
15. Staff will not use, possess, or be under the influence of alcohol or illegal drugs during working hours.

I have read and understand "The YMCA'S Position on the Nation-Wide Problem of Child Abuse" and the Staff Code of Ethics. I understand that any violation of the Code of Ethics may result in termination. Being fully aware of the matter contained in this Staff Code of Ethics, I still desire consideration for employment by the Family YMCA of Emporia-Greenville.

Applicant/Employee Signature _____ Date _____

PERSONAL REFERENCES (NOT EMPLOYERS)

LIST FOUR REFERENCES, MUST INCLUDE ONE RELATIVE. AT LEAST ONE REFERENCE MUST BE MALE AND ONE REFERENCE A FEMALE.

| NAME AND HOME ADDRESS | BUSINESS NAME | PHONE NUMBERS | KNOWN IN WHAT CAPACITY? (FRIEND, PASTOR, ETC.) | HOW LONG KNOWN |
|-----------------------|---------------|--------------------------|---|----------------|
| | | DAY: _____ EVE: _____ | | |
| | | DAY: _____ EVE: _____ | | |
| | | DAY: _____ EVE: _____ | | |
| | | DAY: _____ EVE: _____ | | |

LIST BELOW THE NAMES OF RELATIVES, FRIENDS, OR ACQUAINTANCES EMPLOYED BY THIS ASSOCIATION AND THEIR RELATIONSHIP TO YOU.

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the YMCA. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the YMCA (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the YMCA. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the association may either permit me to continue or enforce my resignation immediately.

I understand that, in the event I am employed by the YMCA, my compensation, hours of employment, and all other terms and conditions of employment are subject to modification or change by the YMCA at the YMCA's discretion.

I also understand that, if employed, any misrepresentation made by me completing this application shall be considered as sufficient cause for my dismissal without advance notice.

I authorize the YMCA to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in the YMCA's policy manual or other communications distributed to employees, and understand any condition of my continued employment will be my compliance with the YMCA's controlled substance abuse and testing policy. I have read, understand, and support the YMCA's position on the problem of child abuse.

I understand that beginning and continuing employment at the YMCA depends, in part, on the following:

1. Passing a drug screen and/or physical examination, if requested by the YMCA, to be given by the doctor, nurse, or medical facility selected by the YMCA.
2. Satisfying the YMCA's requirements concerning:
 - a. My driving record,
 - b. My criminal history record,
 - c. Reference checks, and
 - d. Documents required by law.

I understand that as long as my employment with the YMCA lasts, the YMCA may repeat any or all of the above requirements at any time.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I have read the above and accept the same as a condition of my employment with the YMCA.

Signature of Applicant

Date

THE FAMILY YMCA OF EMPORIA-GREENSVILLE