**DICKSON COUNTY FAMILY YMCA APPLICATION FOR EMPLOYMENT**

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the Dickson County Family YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this application as thoroughly as possible - Please PRINT or TYPE

**PERSONAL INFORMATION**

 Name:

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: Home Telephone Number: ( ) Number of years at present address:

 Number of years at previous address:

Can you, after an offer of employment, submit verification of your legal right to work in the United States? YES NO

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

#1 – Have you ever plead guilty to, or been convicted of, a felony? (Check yes or no, if yes give dates and explain) YES NO

#2 – List any misdemeanor charge that you have plead guilty to, or were convicted of, within the past seven years. You may omit traffic and other moving violations unless you are seeking a position which involves driving for the YMCA. YES NO

I understand that any and all continued employment with the Dickson County Family YMCA is dependent upon the results of my driving record, criminal history record, reference checks, and any other documents required that need to be verified. INITIAL:

**EMPLOYMENT DESIRED**

POSITION(S) for which you are applying: Salary / rate desired:

 Date available: Are you presently employed? YES NO If yes, may we contact your present employer? YES NO

How were you referred to the YMCA? Advertisement Walk-In Web Site Agency Other

 Employee Referral Name of Employee Are you presently a member of the Dickson County Family YMCA? YES NO

Have you ever been a member of the Dickson County Family YMCA? YES NO

Have you ever been EMPLOYED by the YMCA? YES NO

If yes, when? to

MM / DD / YYYY MM / DD / YYYY

If yes, did you participate in the YMCA Retirement Fund? YES NO

DO NOT KNOW

 List below the names of relatives, friends, or acquaintances employed by the Dickson County Family YMCA and their relationship to you:

Have you ever been employed by any other YMCA(s)? YES NO At which Branch (es)?:

ASSOCIATION NAME / CITY / STATE

If yes, did you participate in the YMCA Retirement Fund? YES NO DO NOT KNOW

HOW MANY HOURS A WEEK ARE YOU INTERESTED IN WORKING?

WHAT IS YOUR AVAILABILITY TO WORK? PLEASE LIST THE TIMES YOU ARE AVAILABLE ON EACH DAY, E.G., MONDAY: 12 a.m. TO 9 p.m.

SUN: MON: TUE: WED: THURS: FRI: SAT: IS THERE A SPECIFIC END DATE TO YOUR AVAILABILITY (SEASONAL), OR ARE YOU AVAILABLE ONGOING?

q NO END DATE q YES, ANTICIPATED END DATE: / /

**EMPLOYMENT DATA PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST**

Company Name

Company Address (include Street, City, State, Zip Code)

Job Title-Start

Job Title-Final

Supervisor (Name & Title) Phone No. ( )

Description of Job Duties Reason for Leaving Company Name

Company Address (include Street, City, State, Zip Code)

Job Title-Start

Job Title-Final

Supervisor (Name & Title) Description of Job Duties Reason for Leaving Company Name

Company Address (include Street, City, State, Zip Code)

Job Title-Start

Job Title-Final

Supervisor (Name & Title) Description of Job Duties Reason for Leaving

Dates of Employment

From (Mo/Yr) To (Mo/Yr)

Base Rate of Pay Start $ Base Rate of Pay Final $ Phone No. ( )

Dates of Employment

From (Mo/Yr) To (Mo/Yr)

Base Rate of Pay Start $ Base Rate of Pay Final $ Phone No. ( )

Dates of Employment

From (Mo/Yr) To (Mo/Yr)

Base Rate of Pay Start $ Base Rate of Pay Final $ Phone No. ( )

**EDUCATION AND TRAINING**

SCHOOL NAME & LOCATION

Years Attended

From To Graduate? (Yes/No)

Type of Degree (if applicable) Major Subject/Total Hours

|  |  |  |  |
| --- | --- | --- | --- |
| Elementary |  |  |  |
| High School |  |  |
| College/University |  |  |  |  |
| College/University |  |  |  |  |

Highest Degree Earned (circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate

**Additional Education, Vocational and/or Professional Information such** as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills below.

**Professional Memberships, Certificates or Licenses Held.** (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable; please provide copies of any certifications REQUIRED for the position for which you are applying.

**PROFESSIONAL / PERSONAL REFERENCES** (Four references required; please include two relatives and use a star \* to indicate which references are relatives)

Name Area Code Phone Number Address

1

2

3

4

**PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that this application is only valid for the position applied for at present and that the Dickson County Family YMCA is not obligated to retain or consider this application for future openings. I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct. I understand that falsification of this application in any detail is grounds for disqualification from further consideration of/or for dismissal from employment. I authorize the Dickson County Family YMCA to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with legal and proper interest. In the event of my employment, I will comply with all rules and regulations as set forth in the Dickson County Family YMCA’s policy manual or other communications distributed to employees, and understand as a condition of continued employment will be my compliance with the Dickson County Family YMCA’s controlled substance abuse and testing policy. 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 for. If I am employed by the Dickson County Family 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 Dickson County Family YMCA or myself. I understand that no manager, supervisor or representative of the Dickson County Family 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. 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 Dickson County Family YMCA. I understand the Dickson County Family YMCA reserves the right to conduct criminal background and reference checks on all applicants being considered for employment. I hereby give my permission for the Dickson County Family YMCA to obtain information relating to my criminal history record. The criminal history record, as received from the reporting agency, may include arrests and convictions. I understand that this information will be used, in part, to determine my eligibility for a position with the Dickson County Family YMCA. I understand that I will have an opportunity to review any disqualifying criminal history and that a procedure is available for clarification, if I dispute the record as received.

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

Applicant Signature Date of Application

**ABOUT US**

For more than 170 years, our YMCA has been guided by its Christian mission to strengthen the foundations of our community-to give people the tools and support they need to learn, grow and thrive. Every day, you join thousands of Y teammates to nurture the potential of the men, women and children who call our region home. Every member of our team plays a critical role in fulfilling our mission of helping people grow in spirit, mind and body. From the smiling face at the welcome center that greets the early morning crowd to the ops center employee who makes sure a credit hits the right account at the right time and the wellness floor attendant who ensures things are ready for another day before going home, we all make a difference in the lives of others each and every day. Our impact extends far beyond our service area—because we’re part of an even larger movement of people striving to make a difference across the globe by strengthening communities through Youth Development, Healthy Living and Social Responsibility. So like a drop of water in a lake, the life-changing work of our Y has a powerful ripple effect—and we couldn’t do it without you.

**OUR MISSION**

To put Christian principle’s into practice through programs that help people grow in spirit, mind, and body.

**OUR VISION**

To offer Hope for Life to people of all ages, faiths, races, backgrounds and abilities, regardless of their socio-economic circumstances. Through a range of relationship-focused, impactful programs, services, partnerships and collaborations, we will offer hope throughout Dickson and surrounding counties:

**•Youth Development**

**•Healthy Living**

**•Social Responsibility**

**OUR VALUES**

Through all that we do, the Dickson County Family YMCA is guided by the following core character values:

**•Caring**

**•Honesty**

**•Respect**

**•Responsibility**