Marshfield Area YMCA

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: _____

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 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 location(s)?_____

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

If yes, when? At which location(s)?_____

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 position?   ☐ YMCA staff referral   ☐ YMCA member
Name of referral source: ☐ School   ☐ Advertisement
_____   ☐ Walk-in   ☐ Other_____
                                                 ☐ YMCA website

EDUCATION AND VOLUNTEER EXPERIENCE

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		

Volunteer Experience (Please list your volunteer experiences with non-profit organizations)

Organization	Duties	Dates	Contact Person	Contact Phone

The Y: We're for youth development, healthy living, and social responsibility.

EMPLOYMENT HISTORY AND CERTIFICATIONS
List all previous employment starting with the most recent. Use additional sheets if needed.

Employer	Telephone /	Dates Employed From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor & Title		$ _____ per _____	
Reason for Leaving		Ending Hourly Rate/Salary	
May we contact this employer? ☐ Yes ☐ No		$ _____ per _____	

Employer	Telephone /	Dates Employed From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor & Title		$ _____ per _____	
Reason for Leaving		Ending Hourly Rate/Salary	
May we contact this employer? ☐ Yes ☐ No		$ _____ per _____	

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Job Title		Starting Hourly Rate/Salary	
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Reason for Leaving		Ending Hourly Rate/Salary	
May we contact this employer? ☐ Yes ☐ No		$ _____ per _____	

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Address			
Job Title		Starting Hourly Rate/Salary	
Immediate Supervisor & Title		$ _____ per _____	
Reason for Leaving		Ending Hourly Rate/Salary	
May we contact this employer? ☐ Yes ☐ No		$ _____ per _____	

Please explain any gaps in your employment history:

Safety & Job Specific Certifications

Type (CPR First Aid, CDA, etc.)	Provider	Level	Expiration

<u>Professional Reference</u>

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____/_____ Alternate #: _____/_____

<u>Professional Reference</u>

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____/_____ Alternate #: _____/_____

<u>Personal Reference</u>

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____/_____ Alternate #: _____/_____

<u>Personal Reference</u>

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____/_____ Alternate #: _____/_____

<u>Family Reference</u>

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____/_____ Alternate#:_____/_____

<u>Teacher Reference</u> (if under 18 years old)

Name: _____ Occupation: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____/_____ Alternate#:_____/_____

APPLICATION ACKNOWLEDGEMENT AND AUTHORIZATION

Please read all statements and sign below

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.

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 that such information is sought with confidentiality and will not be released to me in any form whatsoever. 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 and substance abuse screening. Refusal to participate will result in the withdrawal of any offer of employment.

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, 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 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. I further understand that the Marshfield Area YMCA has a zero tolerance for child abuse. If hired, I agree to abide by YMCA policies and rules at all times.

I understand that I can withdraw from the application process at any time. I acknowledge that I have read the above statements and understand them.

Signature: _____   Date: _____

Revised 03/2026