

# Employment Application

## YMCA of Ponca City

*For Youth Development For Healthy Living For Social Responsibility*

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 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.

***Our Company is a DRUG FREE WORK PLACE. You may be required to submit to a drug screen at any time during application process and while employed with the YMCA of Ponca City***

### Personal Information

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

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

Are you 21 years of age or older?  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

Date of Availability \_\_\_\_\_

Have you previously been employed by this YMCA or any other YMCA?

Yes

No

If yes, when?

Have you previously volunteered at this YMCA or any other YMCA?

Yes

No

If yes, when?

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 opening?

Name of referral source:

YMCA staff referral

School

Walk-in

YMCA website

YMCA member

Advertisement

Other \_\_\_\_\_

## Education & Training

### Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		
Vocational/ Other			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress		

Describe any non-employment experience such as school, volunteer activities that might strengthen your application (ie Bus Driving Credentials):

### Safety & Job Specific Certifications

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

# Employment History

List all previous employment during the past seven years starting with the most recent. Use additional sheets if needed.

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	<u>Starting</u> Hourly Rate/Salary		
Immediate Supervisor and Title	\$ _____ per _____		
Reason for Leaving	<u>Ending</u> Hourly Rate/Salary		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per _____		

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	<u>Starting</u> Hourly Rate/Salary		
Immediate Supervisor and Title	\$ _____ per _____		
Reason for Leaving	<u>Ending</u> Hourly Rate/Salary		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per _____		

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	<u>Starting</u> Hourly Rate/Salary		
Immediate Supervisor and Title	\$ _____ per _____		
Reason for Leaving	<u>Ending</u> Hourly Rate/Salary		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per _____		

Employer	Telephone /	<u>Dates Employed</u> From: ___/___	Summarize the nature of the work performed and job responsibilities.
Address		To: ___/___	
Job Title	<u>Starting</u> Hourly Rate/Salary		
Immediate Supervisor and Title	\$ _____ per _____		
Reason for Leaving	<u>Ending</u> Hourly Rate/Salary		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____ per _____		

Please explain any gaps in your employment history.			
What other business experience, personal experience or training have you had that may have prepared you for this position?			

## Personal References

Do not list relatives or past employers.

Name:	_____	Relationship:	_____	Years Known:	_____
Address:	_____	City:	_____	State:	_____ Zip: _____
E-mail:	_____	Phone:	_____/_____	Alternate #:	_____/_____

Name:	_____	Position:	_____	Years Known:	_____
Address:	_____	City:	_____	State:	_____ Zip: _____
E-mail:	_____	Phone:	_____/_____	Alternate #:	_____/_____

Name:	_____	Position:	_____	Years Known:	_____
Address:	_____	City:	_____	State:	_____ Zip: _____
E-mail:	_____	Phone:	_____/_____	Alternate #:	_____/_____

## Application Acknowledgement and Authorization

Please read all statements and sign below:

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 and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

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.

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 of the YMCA, 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 of the YMCA 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 the YMCA of Ponca City has certain rules and procedures, which must be followed. I agree that if I am employed I will follow the rules or be subject to disciplinary actions which could include dismissal.

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. If hired, I agree to abide by YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# YMCA of Ponca City



## Authorization for Background Investigation

I, \_\_\_\_\_, have read and understand the above disclosure and hereby authorize the YMCA of Ponca City, to obtain any background investigation reports on me in connection with my application for employment.

I understand that such investigation reports may include information about my professional experience, educational background, criminal record, character, driving record and general reputation.

I grant permission to any person or entity to release to the YMCA of Ponca City any and all information regarding my background. I waive any and all claims I may have with respect to providing such information.

I understand and agree that the YMCA of Ponca City is not responsible for the accuracy or completeness of the information contained in such reports. I release the YMCA of Ponca City from all liability, claims, and lawsuits with respect to the information obtained from any or all the sources used by YMCA of Ponca City.

I understand that this authorization is not an offer of employment by the YMCA of Ponca City and any false or misleading information I have provided to the YMCA of Ponca City may result in a refusal to hire, promote, reassign, or continue employment.

I also understand that this authorization is a continuing authorization and will remain valid until such time as I inform the YMCA of Ponca City, in writing, that I revoke this authorization.

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Last Address

Amount of Time at Current Address \_\_\_\_\_

### Please Print

Last Name:	Date of Birth:
First Name:	Middle Name:
Social Security Number:	
Driver's License Number:	St. of Driver's License:
Any Other Name(s) Previously Used:	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## YMCA – Strategies to Help Prevent Child Abuse

The following preventive strategies are designed to protect the children in YMCA programs and to protect YMCA staff and volunteers from being wrongly accused of incidences of child abuse.

1. The YMCA has in place a comprehensive pre-employment screening procedure to screen out persons not suited for working with children. Including but not limited to, background check, references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verification, health, and personal activities and involvements.
2. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.
3. Staff understands their legal obligation to report suspected abuse.
4. Policies, procedures and training are available relating to discipline, supervision, staff/participant interaction, and staff and volunteer Code of Conduct, etc.
5. Defense strategies have been identified for avoiding unfounded allegations.
6. Staff communicates frequently with parents regarding day to day activities and encourages parent to report or question any behavior or event their child may share that appears out of the ordinary.
7. Parents know that they can visit, unannounced, any program their child participates in.
8. Programs are structured and observed so that staff and volunteers are never the only adult present with children, with the possible exception of emergency conditions or with special approval by the site director.
9. Staffs are not to fraternize with children outside the programs, especially babysitting or inviting children home.

The YMCA goals for childcare are:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**YMCA of the USA's  
Child Abuse Prevention  
CODE OF CONDUCT**

1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
  2. Staff shall never leave a child unsupervised.
  3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
  4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
  5. Staff shall not abuse children including:
    - physical abuse – strike, spank, shake, slap;
    - verbal abuse – humiliate, degrade, threaten;
    - sexual abuse – inappropriate touch or verbal exchange;
    - mental abuse – shaming, withholding love, cruelty;
    - neglect – withholding food, water, basic care, etc.
- Any type of abuse will not be tolerated and may be cause for immediate dismissal.***
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
  7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a nonthreatening way. Any questionable marks or responses will be documented.
  8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race religion, culture.
  9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
  10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
  11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
    12. Staff must appear clean, neat, and appropriately attired.
    13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
    14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
  15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
  16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. In doubt, an expert should be consulted.
  17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience courtesy, tact, and maturity.
  18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
    19. Staff are not to transport children in their own vehicles.
    20. Staff may not date program participants under the age of 18 years of age.
  21. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
  22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination.

---

Applicant's Signature

---

Date

# Additional Questions for Child Care Applicants

**What do you do for Fun?**

---

---

---

---

**How would you describe yourself?**

---

---

---

**Why do you want to join the YMCA staff?**

---

---

---

---

**As a YMCA staff team member, how would you demonstrate: Caring? Honesty? Respect? Responsibility?**

---

---

---

---

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

---

---

---

---

**Please describe your work or volunteer experiences working with children?**

---

---

---

---

**What kind of experience do you think are important for children to have?**

---

---

---

---

**Why do you think you would be a good YMCA teacher/counselor and what has prepared you for this position?**

---

---

---

---

**Please select your areas of strength and rate them: 4 (excellent) 3 (good) 2 (fair) 1 (little or none)**

Arts & Crafts_____	Song Leading_____	Outdoor Education_____	Drama_____
Fishing_____	Decision making_____	Discussion Leader_____	Hiking_____
Organization_____	Music_____	Ceramics/Pottery_____	Responsibility_____
Athletics_____	Camping_____	Rainy Day Games_____	Photography_____
Swimming_____	Cheerleading_____	Discussion Leader_____	

**Any other job related experience you would like to add:**

---

---

---

---