



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYMENT APPLICATION

FOND DU LAC FAMILY YMCA

90 W. 2nd Street Fond du Lac, WI, 54935
P 920.921.3330 | F 920.921.3376

We are an Equal Opportunity Employer • The YMCA Welcomes a Diverse Workforce

Please print legibly in ink. You must complete the entire application.

Date: ___/___/___

APPLICANT INFORMATION

Name (first, middle, last)	Daytime Telephone ()
Address (street, city, state, zip code)	Evening Telephone ()
Please list any other names under which you have worked or attended school.	Mobile Telephone ()
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of birth (if under 18) ___/___/___ If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work applying for and have obtained a valid work permit.	Email address

Have you ever been convicted or have charges pending of a crime (felony or misdemeanor)? Yes No
If yes, explain 1) nature of the crime 2) date of conviction, and 3) state in which convicted.
Convictions are not an automatic bar to employment. However, failure to provide complete and accurate information relating to criminal convictions will result in immediate termination. We conduct criminal record checks on all employees. Employment is contingent upon the results of the criminal record check.
If you are unsure how to complete this information, please contact the Human Resources Department.

Please list your addresses in the past five years:

POSITION APPLYING FOR

Please check all departments you would like to be considered for. Indicate 1st, 2nd, 3rd choice if applicable.

- | | | |
|--|---|---|
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Building Supervising | <input type="checkbox"/> Child Care |
| <input type="checkbox"/> Child Watch | <input type="checkbox"/> Group Exercise | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Member Services | <input type="checkbox"/> Personal Training | <input type="checkbox"/> Preschool Enrichment |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Wellness Center | <input type="checkbox"/> Other _____ |

Specific position(s) applying for _____

Availability: Please indicate all that apply:

- Part-time Full-time Year-round Summer School Year

When can you start? ___/___/___

Are you interested in volunteer work? Yes No

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

Have you been paid to work for the YMCA before? Yes No If yes, when? _____

How did you learn of this opening? (Check all that apply)

- Community Agency _____
 Employee Referral _____
 Employment Agency
 Government Agency
 Job Fair _____
 Newspaper _____
 School/College
 Social Media Ad
 Walk- in
 Wisconsin Job Center
 YMCA Job Opportunities Posting
 Other _____

EDUCATIONAL BACKGROUND

Type of School	Name and Address	Check Last Year Completed	Graduated (Y/N)	Diploma, Degree, Course of Study
High School		8, 9, 10, 11, 12		
College		1, 2, 3, 4, 5		
Post Graduate		1, 2, 3, 4, 5		
Business/Technical		Months Attended:		

WORK HISTORY (paid and unpaid)

Are you currently employed? Yes No If yes, list your work schedule _____

May we contact your current and past employer for reference purposes? Yes No

Name of Employer

Address

Telephone Number ()

Name of Immediate Supervisor

Job Title

Employment Dates (month/year)

Description of Duties

From To

Salary (start)

Salary (end)

Name of Employer

Address

Telephone Number ()

Name of Immediate Supervisor

Job Title

Employment Dates (month/year)

Description of Duties

From To

Salary (start)

Salary (end)



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OTHER QUALIFYING FACTORS

Certifications: (Proof of certification may be required prior to employment)	Date Received	Expiration Date

If relevant, please describe word processing speed, software knowledge and office equipment experience.

Briefly describe what makes you feel qualified to fill the desired position.

AVAILABILITY (List general days and times of your availability for work)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Fond du Lac Family YMCA Code of Ethics

Below are statements of our Code of Ethics we expect all staff to demonstrate and follow. Please read the statements carefully before signing.

- Our staff will exhibit the highest ethical best practices and personal integrity.
- Our staff will provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.
- Our staff will not physically, sexually, or emotionally abuse or neglect a youth or adult.
- Our staff will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our staff will report any suspected abuse or neglect of a youth to the state authorities.
- Our staff will accept their personal responsibility to protect youth and adults from all forms of abuse.

My signature indicates that I have read and understand the above statements.

Signature _____ Date ____/____/____



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EMPLOYMENT APPLICATION FOND DU LAC FAMILY YMCA

Please read carefully before signing this application.

Our organization appreciates your willingness to share your skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality programs for the people of our community. Please read the statements below carefully before signing.

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I understand that I can withdraw from the application process at any time.
3. I authorize the Fond du Lac Family YMCA to investigate and verify any and all information provided on this employment application. Such information and verification whether favorable or unfavorable may be provided by present or former employers or any individual familiar with my employment background or me. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.
4. Regardless of whether or not I become employed by the Fond du Lac Family YMCA, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the Fond du Lac Family YMCA is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the Fond du Lac Family YMCA's unless specifically provided otherwise. I further understand that no Fond du Lac Family YMCA employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than an officer or official of the Fond du Lac Family YMCA and then only by means of a signed written document.
5. This application for employment shall be considered active for a period not to exceed 90 days.

My signature indicates that I have read and understand the above statements.

Signature _____

Date ____/____/____



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IMMIGRATION AND NATURALIZATION SERVICE INFORMATION

The Fond du Lac Family YMCA hires only United States citizens and aliens lawfully authorized to work in the United States.

In the event you are offered and accept a position with the Fond du Lac Family YMCA, you will, as a condition of employment, be required to complete and sign an Employment Eligibility Verification Form I-9. You will also be required to present original documentation, which both identifies you and establishes your work authorization within three days of your date of hire. If, after you have been hired, any documentation has expired, it is your responsibility to provide your supervisor with current documentation immediately. Failure to do so will result in immediate termination with the Fond du Lac Family YMCA without prejudice to future employment application. This applies to U.S. citizens as well as aliens.

For many persons, the presentation of a social security card, along with either a picture driver's license or state identification card, will be sufficient documentation of identity and work authorization. However, certain other documents will also be acceptable. If you wish to know a complete list of acceptable documents, please speak to the person who is responsible for the hiring of the position for which you are applying. This list can also be obtained from the nearest office of the United States Citizenship and Immigration Services.

If there are any special circumstances that make you exempt from any part of the verification procedures, please inform the Fond du Lac Family YMCA's representatives at the time the verification is requested. Nothing contained therein should be construed by you to be an offer of employment or a promise of any nature.