



# YMCA OF MIDDLE TENNESSEE 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 YMCA of Middle Tennessee 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: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Home Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Message Number: ( \_\_\_\_\_ ) \_\_\_\_\_

ADDRESS: Street Number and Name, City, State, Zip Code \_\_\_\_\_ Number of years at present address: \_\_\_\_\_

PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code \_\_\_\_\_ 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.

I understand that any and all continued employment with the YMCA of Middle Tennessee 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 YMCA of Middle TN?  YES  NO If yes, at which location? \_\_\_\_\_

Have you ever been a member of the YMCA of Middle TN?  YES  NO If yes, at which location? \_\_\_\_\_

Have you ever been EMPLOYED by the YMCA of Middle TN?  YES  NO At which Center? \_\_\_\_\_

If yes, when? \_\_\_\_\_ to \_\_\_\_\_ If yes, did you participate in the YMCA Retirement Fund?  YES  NO

MM / DD / YYYY MM / DD / YYYY  DO NOT KNOW

List below the names of relatives, friends, or acquaintances employed by the YMCA of Middle Tennessee 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?

NO END DATE  YES, ANTICIPATED END DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**EMPLOYMENT DATA**

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

Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)
Company Address (include Street, City, State, Zip Code)		
Job Title-Start	Base Rate of Pay Start \$ _____	
Job Title-Final	Base Rate of Pay Final \$ _____	
Supervisor (Name & Title)	Phone No. (     )	
Phone No. (     )		
Description of Job Duties		
Reason for Leaving		
Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)
Company Address (include Street, City, State, Zip Code)		
Job Title-Start	Base Rate of Pay Start \$ _____	
Job Title-Final	Base Rate of Pay Final \$ _____	
Supervisor (Name & Title)	Phone No. (     )	
Description of Job Duties		
Reason for Leaving		
Company Name		Dates of Employment From (Mo/Yr) To (Mo/Yr)
Company Address (include Street, City, State, Zip Code)		
Job Title-Start	Base Rate of Pay Start \$ _____	
Job Title-Final	Base Rate of Pay Final \$ _____	
Supervisor (Name & Title)	Phone No. (     )	
Description of Job Duties		
Reason for Leaving		

<b>EDUCATION AND TRAINING</b>		Years Attended		Graduate? (Yes/No)	Type of Degree (if applicable)
SCHOOL NAME & LOCATION	From	To	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					
<p><b>Additional Education, Vocational and/or Professional Information</b> 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.</p>					
<p><b>Professional Memberships, Certificates or Licenses Held.</b> (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.</p>					

**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 YMCA of Middle Tennessee 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 YMCA of Middle Tennessee 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 YMCA of Middle Tennessee's policy manual or other communications distributed to employees, and understand as a condition of continued employment will be my compliance with the YMCA of Middle Tennessee'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 YMCA of Middle Tennessee, 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 of Middle Tennessee or myself. I understand that no manager, supervisor or representative of the YMCA of Middle Tennessee 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 YMCA of Middle Tennessee. I understand the YMCA of Middle Tennessee reserves the right to conduct criminal background and reference checks on all applicants being considered for employment. I hereby give my permission for the YMCA of Middle Tennessee 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 YMCA of Middle Tennessee. 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 YMCA of Middle Tennessee.

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Applicant Signature

Date of Application

### ABOUT US

For more than 136 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. Everyday, 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 everyday. 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

A worldwide charitable fellowship united by a common loyalty to Jesus Christ for the purpose of helping 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 Middle Tennessee and southern Kentucky by:

- Inspiring Youth
- Improving Health
- Serving Others
- Creating Community

### OUR VALUES

Through all that we do, the YMCA of Middle Tennessee is guided by the following core character values:

- Caring
- Honesty
- Respect
- Responsibility