



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# RYE YMCA

21 Locust Avenue, Rye, New York 10580  
914-967-6363/Fax 914-967-0644

## APPLICATION FOR EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

### PLEASE READ BEFORE COMPLETING THIS APPLICATION

This association does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, sexual orientation, disability, age or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully, but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

(ANSWER ALL QUESTIONS COMPLETELY)

### PERSONAL DATA

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle Maiden

If you were previously know by any other names during prior employment (Maiden Name, etc.), please indicate below:

Current Address \_\_\_\_\_ Telephone: Home ( ) \_\_\_\_\_  
Street City State Zip Cell ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please indicate prior addresses if you have not lived at this address for the past seven years \_\_\_\_\_

Are you 18 years of age, or over? Yes  No  Are you a veteran? Yes  No  Dates of military service: \_\_\_\_\_

Are you authorized to work in the United States? Yes  No  If hired, can you provide backup documentation?

### Mission Statement:

*The Rye YMCA is a family oriented community service organization which welcomes all people and promotes positive values through programs that build spirit, mind and body.*

### GENERAL

Applying for position as \_\_\_\_\_ Acceptable Salary Range \_\_\_\_\_

Full Time  Part-time  Temporary

Date Available \_\_\_\_\_

If applying for seasonal work, are you available to work during the school term? Yes  No

Have you previously applied for employment for any YMCA? Yes  No  Worked for any YMCA? Yes  No

If so, when? \_\_\_\_\_ Location \_\_\_\_\_

How were you referred to the YMCA? Employee  Advertisement  School  Drop in  Agency  Other

Name of referral source indicated above \_\_\_\_\_

Have you ever pleaded guilty to, or been convicted of, a criminal offense? Yes  No

If yes, give dates and circumstances \_\_\_\_\_

Have you failed to be reemployed, ever been involuntarily discharged, fired or asked to resign a position? Yes  No

If yes, give dates and circumstances \_\_\_\_\_

# EMPLOYMENT HISTORY

List all positions you have held, beginning with your most recent. Include self-employment and volunteer work. Attach an additional sheet, if necessary.

Current, or last, employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Street address \_\_\_\_\_ Salary at start \$ \_\_\_\_\_ At end \$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name and title of Immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_

List major duties performed in this position:

Any supervisory experience? Yes  No  If yes, describe \_\_\_\_\_

Reason(s) for terminating, or considering a change \_\_\_\_\_

May we contact this employer while we are considering your application? Yes  No

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Previous employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Street address \_\_\_\_\_ Salary at start \$ \_\_\_\_\_ At end \$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name and title of Immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_

List major duties performed in this position:

Any supervisory experience? Yes  No  If yes, describe \_\_\_\_\_

Reason(s) for terminating, or considering a change \_\_\_\_\_

May we contact this employer while we are considering your application? Yes  No

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Previous employer \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_

Street address \_\_\_\_\_ Salary at start \$ \_\_\_\_\_ At end \$ \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Name and title of immediate supervisor \_\_\_\_\_ Your title \_\_\_\_\_

List major duties performed in this position:

Any supervisory experience? Yes  No  If yes, describe \_\_\_\_\_

Reason(s) for terminating, or considering a change \_\_\_\_\_

May we contact this employer while we are considering your application? Yes  No

## REFERENCES (List 3 Business and 1 Personal/Family)

Name	Occupation	Address	City/State	Home Phone #	Business Phone #

## EDUCATION

TYPE	NAME/LOCATION	DATES ATTENDED	MAJOR/COURSE	DID YOU GRADUATE	DEGREE/DIPLOMA
High School		From _____ To _____			
College		From _____ To _____			
College		From _____ To _____			
Business, Trade, Technical		From _____ To _____			
Other (GED, etc)		From _____ To _____			

Are you presently in school?      Yes  No     If yes, give expected completion date \_\_\_\_\_

List courses you are taking

\_\_\_\_\_

Highest level of education completed (include name of school and location) \_\_\_\_\_

## SPECIAL SKILLS

Describe any volunteer work, other experience, interests, training, or honors received in connection with your service to any organizations which you consider relevant to your ability to perform the job sought. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all current special license (s), permit (s), certification (s), and level or credited hours (CPR, Lifeguard, First Aid, etc.)

Type	Level	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

List equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include your skill level and/or years of experience. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYEE STATEMENT

*The above information is true and complete to the best of my knowledge. Should I be employed by the Rye YMCA, any misrepresentation or false statement contained herein may be considered cause for possible dismissal. The Rye YMCA has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment or personal history, and I release all parties from any possible damages resulting from disclosing such information.*

*I understand and agree that my employment is for no definite period of time and may be terminated at any time without previous notice.*

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE