

# YMCA of Harrison County



## Application for Employment

Please Note: Any employment offer from the YMCA of Harrison County is contingent on the successful completion of a National Criminal File Check, reference checks and drug screen.

Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard. Also, it is unlawful in Indiana to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

### Applicant Information (Please print answers to all questions. Incomplete applications will not be accepted.)

Last Name	First Name	M.I.	Today's date
Street address, Apt. #			
City	State	Zip Code	
Email address			
Telephone Number		Cell Phone Number	
Position(s) applying for		Date available	

- Are you seeking (check all that apply)  Full-time  Part-time  Temporary employment  
 Day shift  Night shift  Weekends
- How many hours per week are you seeking? \_\_\_\_\_ Hourly rate desired: \$ \_\_\_\_\_
- What days are you available to work? \_\_\_\_\_
- Have you filed an application here before?  Yes  No If yes, when? \_\_\_\_\_
- Have you ever been employed here?  Yes  No (If yes, give dates) \_\_\_\_\_  
(last supervisor?) \_\_\_\_\_
- Are you currently employed?  Yes  No
- Do you have reliable transportation to work?  Yes  No
- Do you have a valid driver's license?  Yes  No
- Are you over the age of 18 years?  Yes  No (If no, you may be required to provide authorization to work)
- Do you have friends or relatives who work here?  Yes  No If yes, please provide names: \_\_\_\_\_
- How were you referred to our YMCA? Advertisement School/College Recruited Other: \_\_\_\_\_

(If you are hired, you will be required to furnish proof that you are eligible to work in the United States.)

## Education

	Name of school and location	Diploma, degree or certificate	Number of years completed
High School/GED			
College/University			
Vocational/Technical			
Other specialized training, apprenticeships, etc.			

## Work Experience

Starting with your present or last job, list names of all employers. Include military service, periods of unemployment, and verified work performed on a volunteer basis. Please write on the back if you need more space.

<b>Employer Name</b>	<b>Dates employed</b> From: ____ to: ____	<b>Work performed</b>
<b>Address</b>	<b>City/State</b>	<b>Telephone number</b>
<b>Job Title</b>	<b>Supervisor's name</b>	<b>Hourly rate/Salary</b>
Employer Name	Dates employed From: ____ to: ____	Work performed
Address	City/State	Telephone number
Job Title	Supervisor's name	Hourly rate/Salary
<b>Employer Name</b>	<b>Dates employed</b> From: ____ to: ____	<b>Work performed</b>
<b>Address</b>	<b>City/State</b>	<b>Telephone number</b>
<b>Job Title</b>	<b>Supervisor's name</b>	<b>Hourly rate/Salary</b>
Employer Name	Dates employed From: ____ to: ____	Work performed
Address	City/State	Telephone number
Job Title	Supervisor's name	Hourly rate/Salary

## Skills and Qualifications

1. What skills and/or additional training do you have that may be related to the job for which you are applying?

2. What machines or equipment can you operate that may be related to the job for which you are applying?

## Personal References

Please give three references who are not related to you and who are not previous employers:

Name	Address	Phone number & Email address

## Sealed Record Notice

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no" with respect to inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the superior court for criminal prosecution.

### Criminal Convictions

1. Have you ever been convicted of a felony?  Yes  No
2. Have you ever been convicted of a misdemeanor in the last five years?  Yes  No
3. If you answered "Yes" to either question, please explain.  
(A conviction does not necessarily disqualify you from employment.)

Please read each statement carefully before signing.

I understand that:

- ▶ This employment application, or the granting of an oral interview, does not represent contract of employment or a promise of future benefits by the YMCA of Harrison County.
- ▶ If hired, my employment with the YMCA of Harrison County will be at-will in nature and may be terminated, with or without cause, at any time, by either your supervisor or by the YMCA of Harrison County.
- ▶ This written statement supersedes any and all oral representation made by agents and or representatives of the YMCA of Harrison County.

Agreement: I certify that the information on this Application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities. I release from all liability all persons, companies, and corporations supplying information. I understand that false answers or statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date