



JEFFERSON CITY AREA YMCA
P.O. Box 104176, Jefferson City, MO 65110-4176



APPLICATION FOR EMPLOYMENT

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, age, color, sex, religion, national origin, handicap or marital status.

Jefferson City Area YMCA is dedicated to maintaining zero tolerance for abuse, it is imperative that every staff member and volunteer actively participates in the protection of youth.

GENERAL

Name – Last

First

Middle

Have you every been employeeed under a different name? ☐Yes ☐No

If yes, please list

Today's Date

Street Address

Email

Telephone Number

City/State/Zip

Social Security Number

Position Desired

Salary Desired

Status: (Circle One) Full-Time Part-Time Summer Volunteer

Times available to work?

Date Available to Work

Are you legally eligible for employment in the USA? ☐Yes ☐No

Hours are available M-F: 4:15 am-10 pm
and Sat.-Sun.: 5:45 am-6 pm

If under age 18, please indicate birth date

If not a U.S. Citizen, indicate VISA and Type

____ / ____ / ____
month / day / year

Have you applied to this Organization to work before? ☐Yes ☐No

Have you been employed by this Organization before? ☐Yes ☐No

If yes, by what Department? _____ Date Employed _____

Reason for Leaving _____

What brought you to this Organization? ☐Info Line ☐Newspaper Ad ☐State Employment Service ☐Friend/Employee ☐On My Own

If referred by a **YMCA employee** or **YMCA member**, please print their name _____

Do you have relatives currently employed by the YMCA? ☐Yes ☐No

Have you ever been involuntarily terminated from a position? ☐Yes ☐No

Would any special accommodations be needed for you to meet the requirements of the job? ☐Yes ☐No

If yes, please explain _____

Have you ever plead guilty to or been convicted of a felony, whether or not imposition or execution of the sentence or punishment was suspended (SIS, SES)? ☐Yes ☐No

If yes, please explain _____

PROFESSIONAL & PERSONAL REFERENCE

Name	Email Address	Phone Number	Relation

EDUCATION

High School	Address		Level Completed
College/Tech./Bus. School	Major	Minor	Level Completed
Graduate School	Major	Minor	Level Completed

GED ☐Yes ☐No

EMPLOYMENT/VOLUNTEER HISTORY

Employer	Address	Phone
Supervisor	From: Month/Year to Month/Year	Salary
Principle Duties		

Employer	Address	Phone
Supervisor	From: Month/Year to Month/Year	Salary
Principle Duties		

Employer	Address	Phone
Supervisor	From: Month/Year to Month/Year	Salary
Principle Duties		

List any additional qualifications, skills and knowledge of equipment pertinent to your application.

Please direct applications to: Business Office, P.O. Box 104176, Jefferson City, MO 65110-4176 or email to friley@jcymca.org.

I certify the facts set forth in the Application for Employment are true and complete to the best of my knowledge. I understand, if employed, false statements on the application shall be considered sufficient cause for dismissal. It is understood employment with the Jefferson City Area YMCA is subject to passing criminal records and child abuse checks. By signature, the YMCA is hereby authorized to conduct a police record check and make any investigation of my prior educational and work history. I acknowledge that some information relative to my prior employment or job performance may be negative. I agree to release all former employers listed above, their agents and employees from any and all liability for furnishing such information upon request by the YMCA.

I understand the length of employment is not guaranteed and I may voluntarily terminate my employment at any time and the employer may terminate my employment at any time, with or without cause.

Signature

Date