



YMCA of Southern Indiana



Application for Employment

Please Note: Any employment offer from the YMCA of Southern Indiana is contingent on the successful completion of a Child Protective Services and National Criminal File Check.

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

Last Name	First Name	M.I.	Today's Date
Street Address, Apt. #			
City	State	Zip Code	
Telephone Number		Social Security Number	
Position Applied For			
Location		Date Available	

1. Are you seeking (check one) Full-time Part-time Temporary employment?
2. Have you filed an application here before? Yes No
3. Have you ever been employed here? Yes No If yes, give dates. _____
4. Are you currently employed? Yes No
5. Are you subject to recall on a current layoff? Yes No
5. Are you under 18 years of age? Yes No
- If you are under 18, can you furnish a work permit? Yes No
6. Can you travel if a job requires it? Yes No

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

Education and Training

	List Name and City of Schools	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. You may exclude organization names that indicate race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

Employer 1		
Employer Name	Dates Employed From: _____ To: _____	Work Performed
Address		
Job Title	Hourly Rate/Salary From: _____ To: _____	
Employer 1		
Employer Name	Dates Employed From: _____ To: _____	Work Performed
Address		
Job Title	Hourly Rate/Salary From: _____ To: _____	
Employer 1		
Employer Name	Dates Employed From: _____ To: _____	Work Performed
Address		
Job Title	Hourly Rate/Salary From: _____ To: _____	
Employer 1		
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Address		
Job Title	Hourly Rate/Salary From: _____ To: _____	
Employer 1		
Employer Name	Dates Employed From: _____ To: _____	Work Performed
Address		
Job Title	Hourly Rate/Salary From: _____ To: _____	

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 the name, address and telephone number of three references who are not related to you and who are not previous employers:

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:

1. This employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by the YMCA of Southern Indiana.
2. If hired, my employment with the YMCA of Southern Indiana 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 Southern Indiana.
3. This written statement supersedes any and all oral representation made by agents and or representatives of the YMCA of Southern Indiana.

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

For Official Use Only

Interview History: Date: _____ With: _____ Date: _____ With: _____ Date: _____ With: _____

Offer for Employment Extended: Date: _____ By: _____
