



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EMPLOYMENT APPLICATION

Thank you for your interest in the DANVILLE FAMILY YMCA!

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to apply to join the YMCA staff team, please complete the application below.

- Be sure to write legibly
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

DANVILLE FAMILY YMCA

215 Riverside Drive
Danville, Virginia 24540
Phone: 434 792 0621
Fax: 434 797 2892
www.ymcadanville.org

Personal Information

Position Applying For: _____ Date: _____

Email: _____ Date Available: _____

NAME: _____
Last First Middle

Address: _____
Street City State ZIP

Telephone: Home _____ Business _____ Mobile _____

Are you 18 years of age or older? *(If not, you may be required to provide work authorization.)* ☐ Yes
☐ No

If hired, can you provide verification of your legal right to work in the United States? ☐ Yes
☐ No

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? ☐ Yes
☐ No

Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. *(A conviction will not necessarily bar employment. The YMCA may consider the nature, date and circumstances of the offenses.)* ☐ Yes
☐ No

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the Danville Family YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

Employment Application

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Preferred Job Status: ☐ **Full-time** ☐ **Part-time** ☐ **Seasonal** ☐ **As Needed**

Have you previously been employed by this YMCA or any other YMCA? ☐ **Yes** ☐ **No**

If yes, when? At which locations?

Have you previously volunteered at this YMCA or any other YMCA? ☐ **Yes** ☐ **No**

If yes, when? At which locations?

Do you have any relatives or household members currently working for this YMCA? ☐ **Yes** ☐ **No**

If yes, name(s) and relationship:

How did you hear about this opening?

☐ **YMCA staff referral**

☐ **YMCA member**

Name of referral source:

☐ **School**

☐ **Advertisement**

☐ **Walk-in**

☐ **Other**_____

☐ **YMCA website**

Education & Training

Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
☐ High School ☐ GED			☐ Yes ☐ No ☐ In Progress		
College			☐ Yes ☐ No ☐ In Progress		
Graduate School			☐ Yes ☐ No ☐ In Progress		
Vocational/ Other			☐ Yes ☐ No ☐ In Progress		

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

Safety & Job Specific Certifications:

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

Employment Application

Employment History				List all previous employment during the past seven years starting with the most recent. Use additional sheets if needed.	
Employer	Telephone	<u>Dates Employed</u> From: ____/____/____ To: ____/____/____	Summarize the nature of the work performed and job responsibilities.		
Address					
Job Title		<u>Starting</u> Hourly Rate/Salary \$ ____ per ____			
Immediate Supervisor and Title		<u>Ending</u> Hourly Rate/Salary \$ ____ per ____			
Reason for Leaving					
May we contact this employer? ☐ Yes ☐ No					
Employer	Telephone	<u>Dates Employed</u> From: ____/____/____ To: ____/____/____	Summarize the nature of the work performed and job responsibilities.		
Address					
Job Title		<u>Starting</u> Hourly Rate/Salary \$ ____ per ____			
Immediate Supervisor and Title		<u>Ending</u> Hourly Rate/Salary \$ ____ per ____			
Reason for Leaving					
May we contact this employer? ☐ Yes ☐ No					
Employer	Telephone /	<u>Dates Employed</u> From: ____/____/____ To: ____/____/____	Summarize the nature of the work performed and job responsibilities.		
Address					
Job Title		<u>Starting</u> Hourly Rate/Salary \$ ____ per ____			
Immediate Supervisor and Title		<u>Ending</u> Hourly Rate/Salary \$ ____ per ____			
Reason for Leaving					
May we contact this employer? ☐ Yes ☐ No					
Please explain any gaps in your employment history.					
What other business experience, personal experience or training have you had that may have prepared you for this position?					

Personal References

Do not list relatives or past employers.

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ Alternate #: _____

Application Acknowledgement and Authorization

Please read all statements and sign below:

I authorize both the Danville Family YMCA and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with YMCA employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by the Danville Family YMCA I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Danville Family YMCA or myself. I understand that, other than the CEO of the Danville Family YMCA, no manager, supervisor or representative of the Danville Family YMCA has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of the Danville Family YMCA has the authority to make any agreement contrary to the foregoing and then only in writing. 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 Danville Family YMCA.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that the Danville Family YMCA is not obligated to retain or consider this application for future openings. If hired, I agree to abide by Danville Family YMCA policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: _____ Date: _____

STAFF CODE OF ETHICS

1. Staff will not verbally, physically, emotionally, or sexually abuse a child.
2. Staff will not be alone with children except with prior approval of senior management or in an emergency.
3. Staff will not use profanity in the presence of children, parents, participants, or other staff.
4. Staff will not display intimate affection towards others in the presence of children, parents, or other participants.
5. Staff will not accept gifts or money from children, parents, or other participants, nor will staff give gifts or money to children, parents, or other participants.
6. Staff/volunteers will not socialize, associate, or provide services(such as babysitting, private lessons, etc.) for program participants under the age of 18 years outside of Danville Family YMCA activities. There will be no exceptions unless individually approved by the CEO/President.
7. Staff will report any suspected abuse or neglect of a child to the Director of Childhood Sexual Prevention, and then to any services required by law.
8. Staff will, at all times, portray a positive role model for children and youth by demonstrating respect, loyalty, patience, courtesy, tact and maturity.
9. Staff will treat all children, regardless of age, race, religion, gender, or disability with respect, compassion and kindness.
10. Staff will use only positive techniques of guidance and discipline, such as anticipation and prevention of potential problems, positive reinforcement and encouragement, and redirection.
11. Staff will never leave a child unsupervised. (After School, Camps, Basketball, Cheerleading etc)
12. Staff will appear neat, clean and appropriately dressed.
13. Staff will not attend work with physical or psychological conditions that might adversely affect children's health or safety.
14. Staff will not use tobacco products during working hours in the presence of children or parents.
15. Staff will not use, possess, or be under the influence of alcohol or illegal drugs during working hours.

I have read and understand the Danville Family YMCA policies of Childhood sexual prevention and the Staff Code of Conduct. I understand any violation of policies or Code of Conduct may result in termination being full aware of the matters contained in this staff Code of Ethics, I still desire consideration for employment.

Applicant/Employee: _____

Date _____