



**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, 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

Address _____ Phone: Home(____) _____
Street City State Zip Cell(____) _____

Are you 18 years or older? Yes No Email: _____

Are you authorized to work in the United States? Yes No (If hired, you will be required to furnish proof of employment eligibility)

Other names used during prior employment _____
Maiden Name, Other Surnames, etc.

FURNISH THIS INFORMATION ONLY IF REQUESTED

Social Security Number _____ Driver's License Number _____ State _____ Class _____
How many violations during last 12 months? _____ Do you currently have liability insurance? _____

GENERAL

Applying for position as _____ Acceptable Salary Range _____
 Full Time Part Time Temporary Notice Required _____

At which Family Y branch? _____ Date Available _____

Have you previously applied for employment at any Family Y branch? Yes No

Worked for Family Y? Yes No

If so, when? _____ Location _____

How were you referred to the Family Y?

- Employee
- Advertisement
- School
- Drop in
- Agency
- Other

Name of referral source indicated above _____

Have you ever plead 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

LIST ALL POSITIONS YOU HAVE HELD, BEGINNING WITH MOST RECENT. INCLUDE SELF-EMPLOYMENT AND VOLUNTEER WORK. ATTACH ADDITIONAL SHEET, IF NECESSARY

Current, or last, employer _____ Employed from _____ to _____

Street address _____ Salary(monthly)at start _____ to _____

City _____ State _____ Zip _____ Phone(____)

Name and title of immediate supervisor _____ Your title _____

List major duties performed in this position: _____

Any supervisory experience? Yes No If yes, describe _____

Reasons for terminating, or considering a change _____

What did you like most about this job? _____

What did you like least about this job? _____

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

Current, or last, employer _____ Employed from _____ to _____

Street address _____ Salary(monthly)at start _____ to _____

City _____ State _____ Zip _____ Phone(____)

Name and title of immediate supervisor _____ Your title _____

List major duties performed in this position: _____

Any supervisory experience? Yes No If yes, describe _____

Reasons for terminating, or considering a change _____

What did you like most about this job? _____

What did you like least about this job? _____

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

Current, or last, employer _____ Employed from _____ to _____

Street address _____ Salary(monthly)at start _____ to _____

City _____ State _____ Zip _____ Phone(____)

Name and title of immediate supervisor _____ Your title _____

List major duties performed in this position: _____

Any supervisory experience? Yes No If yes, describe _____

Reasons for terminating, or considering a change _____

What did you like most about this job? _____

What did you like least about this job? _____

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

EDUCATIONPRINT NAME, CITY, & STATE
FOR EACH SCHOOL LISTED

DATES

TYPE OF COURSE
OR MAJOR

GRADUATED?

DEGREE
RECEIVED

High School		From	–			
		To				
College		From	–			
		To				
College		From	–			
		To				
Trade, Business, Night or Corresp.		From	–			
		To				
Other		From	–			
		To				

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

List courses you are taking _____

If not a high school graduate, indicate highest grade completed _____

If not a high school graduate, have you earned a General Educational Development (GED) or high school equivalency?

Yes No

SPECIAL SKILLS

Describe any volunteer work, other experience, interest, 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 licenses, permits, certifications, including level or credited hours. (CPR, First Aid, lifeguard, 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 _____

PERSONAL REFERENCES*

*Not relatives or employees

Name	Address & Phone Number	Firm Name, Address & Phone Number	Position or Occupation	How Long Known

List below the names of relatives, friends or acquaintances employed by this association and their relationship to you

--

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that the information on this application is accurate to the best of my knowledge and subject to verification by the Family Y. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the Family Y, its authorized employees, agents or representatives, with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies, and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justified for refusal of employment.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the Family Y. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the association may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the Family Y, my compensation hours of employment and all other terms and conditions of employment are subject to modification or change at the Family Y's discretion.

I authorize the Family Y to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

In the event of my employment, I will comply with all rules and regulations as set forth in the Family Y's policy manual or other communications distributed to employees, and understand a condition of my continued employment will be my compliance with the Family Y's controlled substance abuse and testing policy. I have read, understand and support the Family Y's position on the problem of child abuse.

I also understand that my employment is conditional upon my satisfactory passing a physical examination and/or drug screening, if one is requested, to be given by a physician or registered nurse selected by the Family Y and until results of my driving record, my criminal history record, reference checks and other documents required by law are completed, and until information given by me had been verified.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

CONVICTIONS: A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so a fair decision can be made.

I have read the above statements and accept the same condition of my employment with the Family Y

Signature of Applicant

STAFF CODE OF ETHICS

1. Staff will never leave a child unsupervised
2. Except during an emergency situation, a staff member is not to be alone with children and is never to be alone with one child.
3. Staff will not abuse children including:
 - a. Physical abuse – strike, spank, shake, slap
 - b. Verbal abuse – humiliate, degrade, threaten
 - c. Sexual abuse – including inappropriate touching
 - d. Mental abuse
4. Using, possessing, or being under the influence of alcohol or illegal drugs during the hours of operation is not allowed.
5. Smoking or use of tobacco products in the presence of children or parents during working hours is prohibited.
6. Staff must appear clean, neat and appropriately attired.
7. Staff treats equally children of all races, religions, and cultures with respect and consideration.
8. Staff will use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement rather than competition, comparison or criticism.
9. Staff will abstain from humiliating or frightening discipline techniques.
10. Staff will not use profanity in the presence of children or parents.
11. Staff will refrain from intimate displays of affection toward others in the presence of children, parents and staff.
12. Monetary and expensive gifts to staff are prohibited.
13. While the Family Y does not discriminate against an individual's lifestyle, we will require that in the performance of their job they will abide by the standards of conduct set forth by the Family Y.
14. Staff must be free of physical and psychological conditions that might adversely affect children's health including significant fever or contagious conditions.
15. Staff will portray a positive role model for youth, including but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
16. Fraternalizing (socializing or associating) with program participants who are under the age of 18 outside of the Family Y activities is forbidden (such as babysitting, private lessons, etc.). Any exception to this policy requires written approval by the CEO/President or designee.

I understand that any violation of the Code of Ethics may result in termination.

Applicant/Employee _____ Date _____