



MERRIMACK VALLEY YMCA

Application for Employment

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions shall be consistent with the principles of equal employment opportunity. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.

PLEASE PRINT

Position Applied For: _____ Date: _____
Employee:

Branch: Andover/N. Andover Lawrence Methuen Administrative office Camping Services

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip	
Telephone		Email Address			

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Are you available to start immediately? Yes No

Do you have the legal right to be employed in the U.S.? Yes No

May we contact your present employer? Yes No

Do you have relatives/friends who work at our YMCA?
If yes, who are they and what relationship are they to you? Yes No

Have you previously been employed by the YMCA? Yes No
If yes, please provide details (town/city, dates of employment & title).

Are you available to work: Full Time Part Time Shift Work Seasonal/Temporary

On what date are you available for work? _____

EDUCATION

	Name/City/State of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Other (specify)				

EMPLOYMENT EXPERIENCE

EMPLOYER	DATES EMPLOYED FROM:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference?	Yes	No
REASON FOR LEAVING:		

EMPLOYER	DATES EMPLOYED FROM:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference?	Yes	No
REASON FOR LEAVING:		

EMPLOYER	DATES EMPLOYED FROM:	TO:
ADDRESS	SUPERVISOR	
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May we contact as a reference?	Yes	No
REASON FOR LEAVING:		

EMPLOYER	DATES EMPLOYED FROM:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference?	Yes	No
REASON FOR LEAVING:		

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

BACKGROUND INFORMATION

Please list all states and jurisdictions in which you have ever resided including the addresses if possible. Please note that this information will be used to conduct a criminal history search. Attach additional sheets of paper if needed.

Address	Street	City	State	Zip
Dates Resided				
Address	Street	City	State	Zip
Dates Resided				
Address	Street	City	State	Zip
Dates Resided				
Address	Street	City	State	Zip
Dates Resided				
Address	Street	City	State	Zip
Dates Resided				
Address	Street	City	State	Zip
Dates Resided				

CHARACTER REFERENCES

Please provide the names, telephone numbers and their relationship to you of three individuals who have known you for a period of three years or more and can speak to questions of your character, experience or abilities.

	Name	Telephone Number	Relationship
1.			
2.			
3.			
4.			

APPLICANT'S STATEMENT

I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made, concerning my background, experience, character and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment.

I further understand the following:

- My employment is contingent upon a CORI (Criminal Offender Record Information) report, a SORI (Sexual Offender registry information) report and a clean criminal record history that is deemed satisfactory by the Association guidelines.
- Failure to cooperate with a criminal background check may result in the rejection of my application or the termination of my employment/volunteer relationship.
- An I-9 (immigration) form must be completed by me with accompanying documents (immigration papers) within (3) days of my employ, otherwise I will be released from employment until such information is produced by me.
- That to the extent I am applying for a position which may include unsupervised contact with children in a program licensed by the Department of Early Education and Care (EEC), I understand that my application and continued employment or volunteering is subject to and will be reviewed pursuant to 102 Code of Mass. Regulations 14.00 and the Criminal History Information Policy of the Merrimack Valley YMCA.
- I understand and agree that the Merrimack Valley YMCA reserves the right to review, receive and utilize all public criminal history information in deciding whether to hire me or continue my employee/volunteer relationship.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably or prevent a full criminal history search from being completed. I understand and agree that any misrepresentation or omission by me of any material fact could exclude me from being considered for employment or as a volunteer. I further understand that any such misrepresentation or omission made at any time could cause the termination of my employment or volunteer position.

Signature of Applicant _____

Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Employed Yes No

Date of employment _____

Notes