

EMPLOYMENT RECORD

List all previous employers, starting with your most recent employer. Attach additional pages if necessary. Include self-employment, summer and part-time jobs. You may also include any verifiable volunteer work. Please be as accurate as possible since we contact past employers for reference purposes. You may include your resume with this application; however, please also complete this Employment Record section.

Company Name: Address:	Supervisor's Name Supervisor's Phone #	Dates Employed From: To:
Job Position(s)	Final Pay	Duties Performed & Job Responsibilities
What did you like most about your position?	What did you like least about your position?	Reason for Leaving?

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If currently employed, why do you desire to change your position? _____

Are you employed now? Yes No May we contact your current employer? Yes No

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers? Yes No Not Applicable

If yes, please explain _____

Is there any other job-related information you want us to know about you? _____

JOB SKILLS

Indicate and explain job experience you have had in any of the following areas:

Aquatics _____ Camping _____

Fitness/Health _____ Reception _____

Childcare _____ Custodial _____

\Finance _____ Computer Skills _____

EDUCATION

	School Name	City/State	Major Course/ Subject	Circle Last Year Completed	Degree
High School/ Prep				9 10 11 12	
College				1 2 3 4	
Graduate Work				1 2 3 4	
Other				1 2 3 4	

REFERENCES

Indicate below three business/work references, whom you have known for at least one year, that are not related to you. If not applicable, list three school or personal references that are not related to you. Work/volunteer references are preferred.

Name	Address	Occupation/ Relationship to You	Telephone Number	# of Years Known

CRIMINAL HISTORY

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudication in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the superior court for criminal prosecution.

The Criminal History Systems Board has certified the YMCA Cape Cod for access to criminal history information concerning present and prospective employees who will have the opportunity for contact with children.

Have you ever been convicted of a felony? Yes No If yes, please give dates and details of conviction:

Have you ever been convicted of a misdemeanor or finished a period of incarceration for a misdemeanor within the past five years, other than a first offense for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace? Yes No If yes, please explain:

APPLICANT'S AGREEMENT AND RELEASE

*****Please Read Before Signing*****

Employment at Will I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by myself or the YMCA Cape Cod. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of the YMCA Cape Cod.

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits.

Release I hereby authorize any former employer, any person, firm, corporation, school, or any government agency to answer any and all questions and to release or provide any information within their knowledge or records. I agree to hold the YMCA Cape Cod and any former employer, any person, firm, corporation, school, or any government agency or any or all of them harmless and free of any liability for releasing any information (whether fact or opinion) that is within their knowledge or records. I agree that a photocopy of this authorization be accepted with the same authority as the original.

CORI (Criminal Offender Record Information) & SORI (Sex Offender Registry Information) I understand that the YMCA Cape Cod will perform a "CORI" and "SORI" check on me.

Employment Authorization I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Unlawful Discrimination The YMCA Cape Cod does not tolerate unlawful discrimination in its employment practices. The YMCA Cape Cod does not tolerate harassment, and no question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment, on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his or her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a volunteer, vendor or member). The YMCA Cape Cod takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that the YMCA Cape Cod does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal laws.

Truthfulness I certify that all information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection, or may be cause for subsequent dismissal if I am hired.

Signature of Applicant _____ **Date** _____