



EMPLOYMENT APPLICATION

Stevens Point Area YMCA
1000 Division Street
Stevens Point, WI 54481

Phone: 715-342-2980
Fax: 715-342-2987
Website: www.spymca.org

The Stevens Point Area YMCA is an equal opportunity employer, we welcome a diverse workforce.

***All items on application must be completed. Incomplete applications will be discarded.**

GENERAL INFORMATION

Name _____

Application Date ____/____/____

Present Address _____

E-Mail _____

Present Phone _____

Permanent Address _____

Permanent Phone _____

Are you at least 18 years old? Yes No ~ if no, please provide your date of birth ____/____/____

Emergency Contact Name _____
Person to be notified in case of emergency

Phone _____

Have you ever been convicted of a crime (felony or misdemeanor)? Yes No

If yes, explain 1) the nature of the crime, 2) the date of conviction and 3) the state in which convicted.

Please note that convictions are not an automatic bar to employment. However, failure to provide complete and accurate information relating to criminal convictions is cause for immediate termination. Employment is contingent upon the results of a criminal record check.

1) _____

2) ____/____/____ 3) _____

EMPLOYMENT DESIRED ~ Please indicate ALL departments you would like to be considered for.

- Health & Fitness
- Youth Sports
- School Age Care
- Gymnastics
- Customer Service
- Aquatics
- Facility Services
- Youth/Teen Recreation
- Child Care / Preschool
- Adaptive Recreation
- Administrative Services
- Other _____

Specific Position(s) applying for _____

Availability Please mark all that apply
 Part-time Full-time
 Year-round Summer School-Year (attach schedule)

Date you can begin ____/____/____

Have you applied here before? Yes No If yes, when? _____

Have you been an employee or a volunteer here? Yes No If yes, when? _____

EDUCATION & CERTIFICATIONS

Type of School	Name, City & State	Years Completed	Graduated	Diploma, Degree, Course of Study
High School				
College				
Post Graduate				
Business or Trade				

Lifeguard Certification ~ Type _____ ~ Expiration Date ____/____/____

CPR Certification ~ Type _____ ~ Expiration Date ____/____/____

First Aid Certification ~ Type _____ ~ Expiration Date ____/____/____

Other ~ Type _____ ~ Expiration Date ____/____/____

Please attach any current certifications

INTERESTS & QUALIFICATIONS

Please explain why you want to work for the Stevens Point Area YMCA.

Please explain why you are interested in the specific position(s) you are applying for.

Please explain what makes you feel you are qualified for the specific position(s) are applying for.

EMPLOYMENT EXPERIENCE ~ Please list employers in chronological order with most recent first, and include military service assignments and volunteer activities.

Employer	Telephone	Dates Employed
Address	City, State Zip	
Job Title	Wage – Starting	Wage – Final
Work Performed	Supervisor	
Reason for Leaving	May we contact?	

EMPLOYMENT EXPERIENCE CONTINUED

Employer	Telephone	Dates Employed
Address	City, State Zip	
Job Title	Wage – Starting	Wage – Final
Work Performed	Supervisor	
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REFERENCES~ Please list three persons, whom you have known for at least one year. Include one relative.

Name	Day Telephone	Evening Telephone
Address	City, State Zip	
Occupation/Relationship	Years Known	

Name	Day Telephone	Evening Telephone
Address	City, State Zip	
Occupation/Relationship	Years Known	

Name	Day Telephone	Evening Telephone
Address	City, State Zip	
Occupation/Relationship	Years Known	

APPLICATION PROCESS & POLICY

In accordance with our policy to recruit and hire on an equal opportunity basis without regard to race, creed, color, religion, sex, age, national origin, sexual preference, disability, veteran status, or any other characteristics protected by law, the Stevens Point Area YMCA adheres to the following job applicant policies and procedures:

1. Applications may be submitted in person, mailed, faxed, or electronically mailed.
2. Resumes must be accompanied by this completed Employment Application.
3. Incomplete applications will not be accepted.
4. At times we may limit the number of accepted applications for highly solicited positions on a first-come, first-served basis. The number of applications accepted will be determined by the position.
5. Applications will be considered as active for four calendar months following the original application date.
6. Only accepted applications that are considered active will be forwarded to the hiring Director(s).
7. Accepted, active applications for open positions will be forwarded to the hiring Director(s) for consideration and interview scheduling.

STATEMENT OF APPLICANT ~ Please read this carefully before signing this form

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired.
2. I authorize the Stevens Point Area YMCA to investigate my background and responses on this application and to contact present and former employers (except as indicated) or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me, or my employment.
3. Regardless of whether or not I become employed by the Stevens Point Area YMCA, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the Stevens Point Area YMCA is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or at the option of the Stevens Point Area YMCA.

Applicant Signature

____/____/____
Date.

Optional:

How did you learn about the position(s) that you are applying for (please check all that apply):

- Stevens Point Area YMCA website National YMCA Vacancy List WI JobNet
UWSP website or e-mail Tech Connect Newspaper ad Job fair Newspaper ad
Inquiry to YMCA YMCA employee Word of mouth
Other: _____