



McGaw YMCA APPLICATION FOR EMPLOYMENT

1000 Grove Street, Evanston, IL 60201
847-475-7400, fax 847-869-7968

Equal access to programs, services and employment is available to all persons.

Date of application ___/___/___

NAME: _____
last first initial

ADDRESS: _____
street city state zip

Home Phone #: (____) _____ Cell Phone #: (____) _____

Referral: Internet Newspaper Walk-in Other
 Employee _____

Email Address: _____

What type of Employment are you seeking? Full-time Part-time Seasonal

Are you a previous Y employee? Yes No When? _____ Where? _____

(check appropriate boxes below)

CHILDREN'S CENTER POSITIONS:

- Early Childhood Lead Teacher . . . requires BA, must be at least 19 yrs. old.
- School Age Counselor . . . must be at least 19 yrs. Old, 30 hrs or more college credit.
- Child Care Administrative Staff
- Other (specify) _____

** Must provide transcripts for children's center positions.*

BUILDING SERVICES/RESIDENCE:

- Janitorial
- Housekeeping
- Maintenance
- Laundry
- Other _____

YOUTH & FAMILY PROGRAMS:

- Youth Center Staff
- Program Manager
- After School/Camp Counselors
- Youth Lobby Supervisor
- Youth Locker room Attendant
- Other _____

CUSTOMER SERVICE:

- Member Relations Associate
- Babysitting (infant thru 10)

ADMINISTRATIVE:

- Clerical
- Professional
- Other _____

AQUATIC POSITIONS:

- Lifeguard
- Swim Instructor
- CPR/First Aid/Lifeguard Instructor
- Swim Team
- Synchronized Swimming

HEALTH & FITNESS POSITIONS:

- Fitness Specialist
- Personal Trainer
- Massage Therapist
- Group Exercise Instructor
- Step
- Spinning
- Water Exercise
- Cardio Kickboxing
- Other _____
- Gym Supervisor
- Youth Fitness/Sports Instructor

If you are under 16 can you furnish a "work permit"? Yes No

Are you legally eligible for employment in this country? Yes No

Other than English what foreign languages do you speak fluently? _____ Read Write

Have you ever been convicted of a crime? Yes No

If yes, please explain _____
Conviction will not necessarily be a bar to employment, each instance and explanation will be considered in relation to the position for which you are applying.

If required, are you willing to work overtime? Yes No

DAYS/HOURS available to work _____ DATE AVAILABLE to START? _____

EMPLOYMENT HISTORY

May we contact your supervisors and references? yes no

Provide information for your past (4) employers, assignments or volunteer activities, starting with the most recent. (If applicable, attach resume.)

(1) EMPLOYER | *Employment Dates* | **Telephone**

Job Title | Address

Supervisor | Responsibilities

Reason for Leaving | Salary/Hourly Rate

(2) EMPLOYER | *Employment Dates* | **Telephone**

Job Title | Address

Supervisor | Responsibilities

Reason for Leaving | Salary/Hourly Rate

(3) EMPLOYER | *Employment Dates* | **Telephone**

Job Title | Address

Supervisor | Responsibilities

Reason for Leaving | Salary/Hourly Rate

(4) EMPLOYER | *Employment Dates* | **Telephone**

Job Title | Address

Supervisor | Responsibilities

Reason for Leaving | Salary/Hourly Rate

EDUCATIONAL BACKGROUND

Schools Attended <small>(college transcripts may be required)</small>	Years Completed	Graduate ? (Yes/No)	What Degree	Major
High School				
College/University				
College/University				

Skills/Qualifications/Certifications: _____

REFERENCES: (1) _____ Relationship _____ (tel) _____
(Other Than Relatives) (2) _____ Relationship _____ (tel) _____
 (3) _____ Relationship _____ (tel) _____

Note: Children's Center requires (3) references including (1) from a family member

I certify that all information provided on application and/or resume is true, correct and complete. Any misrepresentation or omission may be grounds for discharge from employment whenever discovered. I hereby authorize the verification of all information/references.

All employment with the McGaw YMCA is on an at-will basis. Employees are free to resign or may be terminated at any time. This application does not constitute an employment contract.

Applicant's Signature: _____

Date: _____

**NOTICE AND AUTHORIZATION CONCERNING CONSUMER
AND INVESTIGATIVE CONSUMER REPORTS**

This form, which you should read carefully, has been provided to you because the **McGaw YMCA** may request consumer reports or investigative consumer reports in connection with your application for employment, or at any time during the course of your employment with the **McGaw YMCA**, if any, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. Additionally, in the event that claims or disputes between you and the **McGaw YMCA** are filed with any third parties, the **McGaw YMCA** may request consumer reports or investigative consumer reports for purposes of evaluation and response, regardless of whether you remain in the employ of the **McGaw YMCA** at the time such claims or disputes arise.

The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

AUTHORIZATION

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of consumer or investigative consumer reports, as defined above, to the **McGaw YMCA** (1) in conjunction with my application for employment, (2) during the entire course of my employment, if any, and (3) after any such employment ends. I further understand that any and all information contained in my job application or otherwise disclosed to the YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the consumer reports or investigative consumer reports requested by the **McGaw YMCA** and confirm that all such information provided in connection with my job application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, an offer of employment or a promise of continued employment. If employed by the **McGaw YMCA**, my employment will not be for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the YMCA.

Name (PRINT)

Social Security Number

Home Street Address

City

State

Zip

Name of County in which you reside

Date of birth (mm/dd/yy)

Signature

Date

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- You can dispute inaccurate items with the source of the information. If you tell anyone - such as a creditor who reports to a CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

For Questions or Concerns Regarding:

CRAs, creditors and others not listed below

National banks, federal branches/ agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Federal credit unions (words "Federal Credit Union" appear in institution's name)

Banks that are state-chartered or are not Federal Reserve System members

Air, surface or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Activities subject to the Packers and Stockyards Act, 1921

Please Contact:

Federal Trade Commission
Bureau of Consumer Protection FCRA
Washington, DC 20580 202-326-3761

Office of the Comptroller of the Currency
Compliance Management, MS 6-6
Washington, DC 20219 800-613-6743

Federal Reserve Board
Consumer & Community Affairs
Washington, DC 20551 202-452-3693

Office of Thrift Supervision
Consumer Programs
Washington, DC 20552 800-842-6929

National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 703-518-6360

Federal Deposit Insurance Corporation
Compliance & Consumer Affairs
Washington, DC 20429 800-934-FDIC

Department of Transportation
Office of Financial Management
Washington, DC 20590 202-366-1306

Department of Agriculture
Office of Deputy Administrator-GIPSA
Washington, DC 20205 202-720-7051