



McGaw YMCA
APPLICATION FOR EMPLOYMENT

1000 Grove St & 1420 Maple Ave, Evanston, IL 60201
(847) 475-7400, fax: (847) 869-7968
Equal access to programs, services, and employment is available to all persons.

Note: A criminal background check may be required of any applicant to whom a conditional offer of employment is made.

Date of Application: \_\_\_ / \_\_\_ / \_\_\_

Name: \_\_\_\_\_
last first middle initial

Current Address: \_\_\_\_\_
street city state zip

Home Phone: ( ) - - Cell Phone: ( ) - - Email: \_\_\_\_\_

Please list previous addresses within the past five years:

Form with three rows for previous addresses, each with fields for timeframe, street, city, state, and zip.

What type of Employment are you seeking? [ ] Full-time [ ] Part-time [ ] Seasonal
Are you a previous YMCA employee? [ ] Yes [ ] No When? \_\_\_\_\_ Where? \_\_\_\_\_
Referral type: [ ] Internet [ ] Newspaper [ ] Walk-in [ ] Employee \_\_\_\_\_ [ ] Other \_\_\_\_\_

For EMPLOYMENT opportunities check the appropriate box(es) below:

Grid of job categories with checkboxes: CHILDREN'S CENTER, HEALTH & WELLNESS, MEMBER RELATIONS, RESIDENCE, BUILDING SERVICES, ADMINISTRATIVE, AQUATICS, SPORTS, PLAY, YOUTH SERVICES, CAMP ECHO.

What interests you about the position(s) for which you are applying? \_\_\_\_\_

If you are under 16 can you furnish a work permit? [ ] Yes [ ] No [ ] N/A
Are you legally eligible for employment in this country? [ ] Yes [ ] No
Other than English, what foreign languages do you speak fluently? \_\_\_\_\_ [ ] Read [ ] Write

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

DAYS & HOURS AVAILABLE TO WORK (write the times you are available to work next to the day(s) you are available to work):
Monday: \_\_\_\_\_ Tuesday: \_\_\_\_\_ Wednesday: \_\_\_\_\_ Thursday: \_\_\_\_\_ Friday: \_\_\_\_\_ Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

DATE AVAILABLE TO START: \_\_\_ / \_\_\_ / \_\_\_

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse. The McGaw YMCA will not tolerate the mistreatment or abuse of youth in its programs. All reports of suspicious or inappropriate behavior with youth or an allegation of abuse will be taken seriously. Because of our concern for the welfare of children, the McGaw YMCA has developed standards, guidelines, and training to aid in the detection and prevention of child abuse. In addition, employees are screened, and background checks are conducted as a part of the hiring process.

**EMPLOYMENT & VOLUNTEER HISTORY** May we contact your supervisors and references?  Yes  No

Provide information for you past four (4) employment and/or volunteer activities, starting with the most recent. (If applicable, attach your resume.)

(1) <b>EMPLOYMENT</b> or <b>VOLUNTEER</b> circle one		<b>Employment/Volunteer Dates:</b>	<b>Phone #:</b>
Title	Address		
Supervisor	Responsibilities		
Reason for Leaving		Salary/Hourly Rate	

(2) <b>EMPLOYMENT</b> or <b>VOLUNTEER</b> circle one		<b>Employment/Volunteer Dates:</b>	<b>Phone #:</b>
Title	Address		
Supervisor	Responsibilities		
Reason for Leaving		Salary/Hourly Rate	

(3) <b>EMPLOYMENT</b> or <b>VOLUNTEER</b> circle one		<b>Employment/Volunteer Dates:</b>	<b>Phone #:</b>
Title	Address		
Supervisor	Responsibilities		
Reason for Leaving		Salary/Hourly Rate	

(4) <b>EMPLOYMENT</b> or <b>VOLUNTEER</b> circle one		<b>Employment/Volunteer Dates:</b>	<b>Phone #:</b>
Title	Address		
Supervisor	Responsibilities		
Reason for Leaving		Salary/Hourly Rate	

**Skills/Qualifications/Certifications:** \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Schools Attended (college transcripts may be required)	Years Enrolled	Graduate? (Yes/No)	What Degree?	Major(s)
High School				
College/University				
College/University				

**REFERENCES** (Two Professional, One Family Member):

- (1) \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
- (2) \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_
- (3) \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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:** \_\_\_\_\_