

Corona-Norco Family YMCA

1331 River Road
Corona, CA 92880
Phone: (951) 736-9622 Fax: (951) 736-6759

EMPLOYMENT APPLICATION

THE CORONA-NORCO FAMILY YMCA IS AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION: (Please Print) Are you 18 years of age or older? Yes No

Date of Application: _____

Name (Last, first, middle initial)

Street Address

City and State

Zip Code

Home Telephone Number
Address

Mobile/Cell Telephone

E-mail

How were you referred to our facility? (Please be specific)

Employment Authorization

If hired, you will be asked to provide documentation that verifies your legal right to work in the United States. If you are unable to provide acceptable documentation the Association cannot employ you. Can you provide such documentation? Yes No

POSITION INFORMATION: (Please Print)

Position Desired _____ Starting Salary Desired _____

Available to work (check all that apply) Full Time Part Time Seasonal or Temporary Work

What hours and days of the week are you available for work?	If hired, on what date can you begin work?

Describe any training or special experience related to the position for which you are applying:

Why do you want to work for the YMCA? (Please be specific) _____

EDUCATION School or Institution – (Please Print)

<u>Institution</u>	<u>Name</u>	<u>Location (City and State)</u>	<u>Number of Years Completed</u>	<u>State Diploma or Degree Earned</u>
High School				
Jr. College or Trade School				
College or				

University				
Certificates or Other				

Are there any other experiences, skills or qualifications that would especially fit you for work with the YMCA? (ECE credits, First Aid CPR certification, etc.)

EMPLOYMENT RECORD (Start with your present or most recent employment and include periods of U.S. Military Service)

Employer	Address (street, city, zip code)	Telephone
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Supervisor's Name and Position	Dates of Employment From: To:
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Your Position and Job Duties

Reason for Leaving	May we contact now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer	Address (street, city, zip code)	Telephone
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Supervisor's Name and Position	Dates of Employment From: To:
--------------------------------	----------------------------------

Your Position and Job Duties

Reason for Leaving	May we contact now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer	Address (street, city, zip code)	Telephone
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Supervisor's Name and Position	Dates of Employment From: To:
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Your Position and Job Duties

Reason for Leaving	May we contact now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Employer	Address (street, city, zip code)	Telephone
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Supervisor's Name and Position	Dates of Employment From: To:
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Your Position and Job Duties

Reason for Leaving	May we contact now?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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PROFESSIONAL REFERENCES List three persons who have knowledge of your work performance within the last 3 years

(Please Print)

First <u>and</u> Last Name	Company Street Address, City, State, Zip Code	Work Telephone Number	Number of Years Acquainted
1.			
2.			
3.			

PERSONAL REFERENCES List below three persons who are former employers or friends

(Please Print)

First <u>and</u> Last Name	Street Address, City, State, Zip Code	Telephone Number	Number of Years Acquainted
1.			
2.			
3.			

The following pages request information for specific positions. You should only answer the questions in the section(s), which are applicable to the positions(s) for which you are applying. For example:

- Section 1 Child Care Applicants
Preschool Teacher, School-Age Teacher, Preschool Teacher's Aide, School-Age Teacher's Aide, Lead Teacher Preschool, Lead Teacher School-Age, Site Supervisor.
- Section 2 Driver Applicants
Van Driver, Youth Bus Driver
- Section 3 Clerical/General Office Applicants
Front Lobby Receptionist, Administrative Assistant, Accounting Clerk, Office Manager
- Section 4 Aquatic Applicants
Lifeguard, Swim Instructor
- Section 5 Physical Education Applicants
Fitness Instructor, Aerobics Instructor, Gymnastics Instructor

If you have questions regarding which sections(s) to complete, please ask a Corona-Norco Family YMCA staff person.

SECTION 1

Child Care Applicants

1. What particular habits and/or mannerisms cause you irritation in dealing with children or adults?

2. What positive experiences are you expecting to have working with children and/or adults at the Corona-Norco Family YMCA?

3. What are your goals and philosophies with respect to childcare and child development?

4. What qualities in yourself do you feel would contribute to the overall success of our childcare program?

5. In what ways do you feel children can benefit from being enrolled in a childcare experience?

6. List all the activities for which you are qualified to instruct (i.e., sports, crafts, etc.)

A _____

G _____

B _____

H _____

C _____

I _____

SECTION 2

Driver Applicants

California Driver’s License information: Class:_____ PS Endorsement: Yes____ No____ Expiration Date: _____

California Special Driver Youth Bus Certificate: Yes_____ No_____ Expiration Date: _____

Medical Examiner’s Certificate: Yes_____ No_____ Expiration Date: _____

Driver applicants are required to provide a current Driver License/ID Card Information (H6 Report) available through the California Department of Motor Vehicles. Are you willing to do so? Yes_____ No_____

List traffic convictions in the past three years: (Attach a separate sheet of paper, if additional space needed)

Date:_____ City,State:_____ Description of Conviction: _____

Have you ever been denied a license, permit or privilege to operate a motor vehicle? ___ If YES please explain:

Do you possess a current First Aid/CPR Certificate: Yes_____ No_____ Expiration Date: _____

SECTION 3

Clerical/General Office Applicants

Do you possess general computer skills? Yes_____ No_____

Are you experienced with Internet Use? Yes_____ No_____

Are you experienced in Microsoft Word? Yes_____ No_____

Skill Level: Some Knowledge_____ Solid Working Knowledge_____ Advanced Knowledge_____

Are you experienced in Microsoft Excel? Yes_____ No_____

Skill Level: Some Knowledge_____ Solid Working Knowledge_____ Advanced Knowledge_____

State any other computer programs, i.e. Quickbooks, Power Point, etc. with which you have working knowledge:_____

What is your typing speed? _____ Can you operate 10-key by touch? Yes_____ No_____

State all office equipment and machines of which you have working knowledge:

SECTION 4

Aquatic Applicants

Please list Aquatic Red Cross, YMCA and Lifeguard Certifications:

- A. _____ Expiration Date: _____
- B. _____ Expiration Date: _____
- C. _____ Expiration Date: _____

Have you ever worked/volunteered as a Lifeguard? Yes_____ No_____

If yes, please complete the following:

Location: _____ Dates: From: _____ To: _____

Have you ever instructed swimming? Yes_____ No_____ If yes, please complete the following:

Location: _____ Dates: From: _____ To: _____

What age group do you prefer teaching and Why? _____

SECTION 5

Physical Education Applicants

Please list all related certifications:

- 1. _____ Expiration Date: _____
- 2. _____ Expiration Date: _____
- 3. _____ Expiration Date: _____

Have you ever instructed a group/class in an area for which are certified? Yes_____ No_____

If yes, please complete the following:

Location: _____ Dates: From: _____ To: _____

Please Read Carefully Before Signing This Application

I hereby certify that all information contained in this application (and on my resume and any attachments to this form) is true and correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I understand that nothing contained in the application or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract. I further understand that employment is at-will. Either the employee or the employer may terminate employment at any time with or without cause and with or without notice.

I understand and agree my employment may be subject to satisfactory responses to background and reference checks the YMCA, at the YMCA's discretion may determine it needs to make, and I waive any objection to the YMCA making any such checks.

_____ Date: _____
Applicant's Signature