

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 _____

Mobile/Cell Telephone _____

E-mail Address _____

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. You must complete this section even if you are attaching a resume.)

Employer	Address (street, city, zip code)	Telephone
----------	----------------------------------	-----------

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
--------------------	---------------------	--

Employer	Address (street, city, zip code)	Telephone
----------	----------------------------------	-----------

Supervisor's Name and Position	Dates of Employment From: To:
--------------------------------	----------------------------------

Your Position and Job Duties

Reason for Leaving	May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------	---	--

Employer	Address (street, city, zip code)	Telephone
----------	----------------------------------	-----------

Supervisor's Name and Position	Dates of Employment From: To:
--------------------------------	----------------------------------

Your Position and Job Duties

Reason for Leaving	May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------	---	--

Employer	Address (street, city, zip code)	Telephone
----------	----------------------------------	-----------

Supervisor's Name and Position	Dates of Employment From: To:
--------------------------------	----------------------------------

Your Position and Job Duties

Reason for Leaving	May we contact this employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------	---	--

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, Initial Each Paragraph and Sign This Application Below:

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. 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.

Initials

I hereby authorize the Corona-Norco Family YMCA to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further, authorize the references I have listed to disclose to the Corona-Norco Family YMCA any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Corona-Norco Family YMCA, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

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 between me and the Corona-Norco Family YMCA. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Corona-Norco Family YMCA, and that no promises or representations contrary to the foregoing are binding on the Corona-Norco Family YMCA unless made in writing and signed by me and the Corona-Norco Family YMCA designated representative.

Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials

The Corona-Norco Family YMCA will consider qualified applicants in a manner consistent with state and local "Fair Chance" laws.

Applicant's Signature

Date