

How did you hear about this position?
__ newspaper __ website __ school __ friend __ other: _____



YMCA OF BOULDER VALLEY

Employment Application

Date: _____	Phone: _____	Other Phone: _____
Name: _____	Position you are applying for: _____	
Address: _____	1 st Choice: _____	
City: _____	State: _____	Zip: _____
2 nd Choice: _____		E-mail Address: _____
Permanent Address: _____		E-mail Address: _____
Which YMCA location you are applying for? Mapleton Center / Arapahoe Center / Other: _____		

What days would you be **available** to work? _____

What hours would you be available? _____

When could you *start* work? _____ Would you be available on weekends? ___ Yes ___ No

Do you prefer full time, or part time? _____ If part time, how many hours per week do you want to work? _____

Have you been previously ___ employed by or ___ volunteered for any YMCA? ___ Yes ___ No

If yes, please list the YMCA name & address: _____

Have you applied to work or volunteer here within the last year? ___ Yes ___ No If yes, approximately when? _____

If hired, can you provide proof that you are: (Optional - Social Security Number: _____)

16 years of age or older? ___ Yes ___ No Eligible to work in the U.S.? ___ Yes ___ No

WORK EXPERIENCE (Resumes are accepted; it is still necessary to complete the sections below, beginning with your most recent job.)

Position: _____	Dates employed: _____
Business Name: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Responsibilities: _____	
Supervisor(s): _____	Phone: _____ Email: _____
Reason for leaving: _____	Rate of pay: _____

Position: _____	Dates employed: _____
Business Name: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Responsibilities: _____	
Supervisor(s): _____	Phone: _____ Email: _____
Reason for leaving: _____	Rate of pay: _____

Position: _____	Dates employed: _____
Business Name: _____	Phone: _____
Address: _____	City: _____ State: _____ Zip: _____
Responsibilities: _____	
Supervisor(s): _____	Phone: _____ Email: _____
Reason for leaving: _____	Rate of pay: _____

Have you ever been fired from a position or asked to resign? ___ No ___ Yes (please explain _____)

What other experience do you have relevant to the position for which you're applying? _____

REFERENCES (Please list 3 references – do not list family members, former employers or classmates)

Name	How do they know you?	Phone	Years known
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

EDUCATION (If you are still in school, please indicate what year you are in school.)

Name of School	Location	Date attended	Degree Rec'd/Major	Year
(1) _____	_____	_____	_____	_____
(2) _____	_____	_____	_____	_____
(3) _____	_____	_____	_____	_____

List any honors, awards, or positions of distinction you received during your formal education:

List any language(s), other than English, in which you have skills. Please rate your skill level (Fluent, Proficient, Basic, or Elementary).

CERTIFICATIONS

Are you currently certified in any of the following? If so, please list the expiration date(s).

CPR _____ CPR-PR _____ First Aid _____ Lifeguard _____ AED _____ Oxy Admin _____ WSI _____ CDL _____

YMCA Certifications: Swimming Fundamentals _____ Preschool _____ Parent/Child _____ Youth/Adult _____

Instructor Certified (Please circle all that apply) CPR-PR, AED, Oxy Admin, First Aid, Lifeguard

Other (Please specify) _____

BACKGROUND CHECK

Have you ever been convicted of any child abuse offense? _____ Yes _____ No

Have you ever been convicted of a criminal charge? Explain: _____ Yes _____ No

Does your name appear on TRAILS (the Colorado State registry of people who have been investigated for neglect or child abuse offenses)? _____ Yes _____ No

Is there any other information you would like us to know about you?

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment for any definite period of time. If employed, I understand I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.

If employed with the YMCA of Boulder Valley licensed child care program, I understand that:

“Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly.”

I have read, understand, and by my signature consent to these statements.

Signature _____ Date _____

PLEASE DO NOT WRITE BELOW THIS LINE

Interviewed by: _____

Date: _____



YMCA OF BOULDER VALLEY

RESIDENTIAL CAMP APPLICATION SUPPLEMENT

Name: _____ Phone: _____

1. Please describe your past experience as either a camper or a camp counselor. _____

2. Please describe your past experience working with children and/or teens (camp, daycare, church, school, Scouts, nanny, etc.). Be sure to include the **ages of the children with whom you have worked**, the **duration of the work or study experience**, and **whether it was a paid or volunteer position**. **Please include dates.**

3. Please describe any other experiences or relevant training and coursework you have had pertaining to work with school-age children, special needs populations or teens.

4. What do you enjoy most about working with children/teens?

5. What do you find most challenging about working with children/teens?

6. How do you prevent discipline issues from arising?

7. When they do arise, what are some appropriate ways of handling them?

8. With which age group do you prefer working? Please number 1-3 (1 being your first choice): ____ 7-10 ____ 11-14 ____ 15+

9. How many children do feel you could effectively provide leadership to at one time? _____

10. Please look at the general interest areas listed below and **specify** in which of these areas you have **experience** and **would be comfortable leading** programs:

- | | | |
|--------------------------|----------------------------------|------------------------------------|
| Sports _____ | Team Building _____ | Astronomy _____ |
| Performing Arts _____ | Video Editing/Production _____ | Kayaking/White Water Rafting _____ |
| Outdoor Camping _____ | Wilderness Survival Skills _____ | Non-Traditional Games _____ |
| Hiking _____ | Environmental Science _____ | Ropes Course _____ |
| Technical Climbing _____ | Leave No Trace _____ | Photography _____ |
| Horseback Riding _____ | Map & Compass Work _____ | Backpacking _____ |
| Music _____ | Art _____ | Other _____ |



Reference Request

YMCA OF BOULDER VALLEY

RETURN TO: HR/Admin Office • 5541 Central, Suite 135A • Boulder CO 80301 • Ph: 303.413-9622 • Fx: 303.544.7444

APPLICANT (Please fill out this box only and give this form to your reference. **Please do not ask family members or classmates.**)

I authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

Print Applicant Name: _____ Signature of Applicant: _____

Position you're applying for at the YMCA: _____ Phone: _____

REFERENCE (You may fill out this form or send a letter of reference for the applicant in response. Please send your reference directly to the YMCA of Boulder Valley at the mailing address or fax number listed above, or return the reference to the applicant.)

Name of Person Giving Reference: _____ Profession: _____

Organization the Reference is from: _____ Job Title: _____

Address: _____ Phone: _____

How long have you known the applicant? ____ months ____ years Did you directly supervise applicant? ____ Yes ____ No

In what capacity have you known applicant? _____

Briefly describe the applicant's strengths: _____

Please give some examples of how the applicant has demonstrated these strengths: _____

Briefly describe the applicant's areas for growth: _____

Please give some examples of how the applicant has demonstrated a need for growth: _____

If the applicant is a former employee, would you rehire? ____ Yes ____ No ____ Not a former employee

If you would not rehire, why? _____

Please complete the following if the applicant is seeking a position working with CHILDREN or TEENS:

(This information is extremely important in helping us place the applicant in a position that is appropriate for his/her skills.)

Total number of hours the applicant worked for you with **SCHOOL-AGE CHILDREN** (ages 5-18): _____

Over what time period? _____

Total number of hours the applicant worked for you with **TEENS** _____

Information in this section must be **specific** and verifiable.

Over what time period? _____

Please rate the applicant on each of the following traits, using a scale of 1 to 10 with 10 being the very best.

- | | | |
|-----------------------------|----------------------------|---|
| ___ Responsibility | ___ Sense of humor | ___ Self-motivation/works independently |
| ___ Dependability | ___ Promotes good values | ___ Organizational skills |
| ___ Works well with others | ___ Energy/enthusiasm | ___ Work attitude |
| ___ Honesty | ___ Leadership skills | ___ Ability to multi-task |
| ___ Flexibility | ___ Creativity | ___ Willingness to perform duties as assigned |
| ___ Judgement | ___ Communication skills | ___ Listens to others' suggestions and ideas |
| ___ Punctuality | ___ Commitment to job | ___ Positive interaction with youth (if applicable) |
| ___ Consideration of others | ___ Personal health habits | ___ Interest in meeting individual needs of youth (if applicable) |

Is there anything else you think would be helpful for us to know in making a hiring decision? _____

I verify that the above information is true to the best of my knowledge.

Signature: _____ email: _____ Date: _____