



YMCA OF BOULDER VALLEY

Employment Application

How did you hear about this position?
__ Craigslist __ Coolworks __ Y website __ school __ friend __ other: _____

Date: _____ Phone: _____ Other Phone: _____

Name: _____ Position you are applying for: _____

Address: _____ 1st Choice: _____

City: _____ State: _____ Zip: _____ 2nd Choice: _____

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? FT PT 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:

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 former employers or short-time classmates/roommates)

Name	Relationship	Phone	Years known
(1) _____	_____	_____	_____
(2) _____	_____	_____	_____
(3) _____	_____	_____	_____

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

Name of School	City/State	Dates 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 data base of the person responsible for the child at the time of abuse or neglect)? _____ 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, or 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 a background check will be performed by the YMCA and my employment or continued employment is contingent upon the results of that investigation.

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 APPLICATION SUPPLEMENT

Name: _____	Phone: _____
Position(s) you are applying for: _____	Program Site: _____

School-Age Program, Day Camp, Teens, & Child Watch

To apply for

Program Aide, you must:

- Be 16 years or older.
- Provide 3 written references.

To apply for Program Leader, you must:

- Be 18 years or older.
- Provide documentation of 480 hours of experience working directly with school-age children in such areas as Sunday school, Scouts, sports, or babysitting. Documentation includes, but is not limited to: YMCA reference forms, letters of recommendation on official letterhead, and school transcripts.
- Supply documentation of current certification or become certified in CPR and First Aid.

To apply for Assistant Director or Director, you must:

- Be 21 years or older.
- Have at least one of the following:
 1. A 4-year degree in a related field.
 2. 48 semester hours college credit and 960 hours of experience in a licensed program since the age of 18 (validated by an official transcript and documented hours working with children in licensed care)
 3. 5460 hours of experience (3 years of full-time or equivalent part-time) with a group of 4 or more unrelated school-age children (documented).
- Provide 3 written verifiable references.

If you are employed by the YMCA of Boulder Valley School-Age Program or Day Camp Program, you will be required to fulfill certain YMCA and State of Colorado Social Services requirements for child care personnel, including:

1. Within 3 days of employment:
 - Arrange to be fingerprinted at the YMCA of Boulder Valley's Human Resources Department (call 303-443-4474 x1491 to make an appointment).
 - Submit your name for review with the Colorado TRAILS by filling out an inquiry form at the time of fingerprinting.
 - Have your photo taken for a YMCA identification badge.
2. Within 60 days of employment, attend a YMCA of Boulder Valley New Staff Orientation.

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** and the **duration of the work or study experience**. **Please include dates.**

1. PAID EXPERIENCE: _____

VOLUNTEER EXPERIENCE: _____

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

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

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

5. How do you prevent discipline issues from arising?

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

7. With which age group do you prefer working? Please number 1-6 (1 being your first choice):

___ Infants/Toddlers ___ Pre-School ___ Grades K-1 ___ Grades 2-3 ___ Grades 4-5 ___ Middle/High School

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

9. What experience do you have interacting with parents?

10. What activities make up a well-rounded program in the area for which you are applying?

11. 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 _____	Science _____	Writing/Reading _____
Art _____	Culinary Arts _____	Team Building _____
Dance _____	Construction _____	Healthy Lifestyles _____
Performing Arts _____	Technology _____	Outdoor Ed _____
Other _____		

Youth Sports

1. With which sport(s) are you interested in working? _____

2. Why do you want to work with this sport? (Please be specific.)

3. Have you played this sport? ___ Yes ___ No Number of years: _____

4. Have you coached this sport? ___ Yes ___ No Number of years: _____

5. Have you ever officiated this sport? ___ Yes ___ No Number of years: _____

6. What other sports have you played or coached? (Please list sport and years played.)

7. Have you had any formal training as a coach? ___ Yes ___ No

8. Have you had any formal training as an official? ___ Yes ___ No

9. Describe any formal or informal training you have had that has helped you in sports:

10. Please rate your knowledge of the following topics with regard to this sport by circling the appropriate level:

1 = *You know very little* 2 = *You have reasonably good knowledge* 3 = *You know a great deal*

1 2 3 Skills & strategies of the sport	1 2 3 Rules of the sport	1 2 3 Organizing practices
1 2 3 Equipment needs & specifications	1 2 3 Injury prevention & treatment	1 2 3 Warm-up & physical conditioning
1 2 3 Developing sportsmanship	1 2 3 Communication skills	1 2 3 Managing time
1 2 3 Working with parents	1 2 3 Principles for teaching sport skills	1 2 3 Character development activities



FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

Disclosure for _____
Print Name

Note: No investigation will take place until/unless a job offer is being pursued.

As an applicant for employment or a current employee of **the YMCA of Boulder Valley**, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, **the YMCA of Boulder Valley** may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you: (1) when considering your application for employment, (2) when making a decision whether to offer you employment, (3) when deciding whether to continue your employment (if you are hired), or (4) when making other employment-related decisions directly affecting you.

For explanation purposes, a "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as **the YMCA of Boulder Valley**.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates or others with whom you are acquainted or who may have knowledge concerning any such items of information.

An investigative consumer report may be requested by the employer. You may request, in writing and within a reasonable time, additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

Authorization

By signing below, I _____, hereby voluntarily authorize the YMCA of Boulder Valley to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the YMCA of Boulder Valley. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Signature

Date



Reference Request

YMCA OF BOULDER VALLEY

RETURN TO: HR/Admin Office • 2800 Dagny Way • Lafayette CO 80026 • Ph: 303.443.4474 • Fx: 303.664.5456

APPLICANT (Please fill out this box only and give this form to your reference. Please use a variety of sources.)

I authorize, whether listed or not, any person, school, current employer, past employers, or 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 (Please complete this form for the applicant and send directly to the YMCA of Boulder Valley at the mailing address or fax number listed above.)

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? (Dates) _____

Total number of hours the applicant worked for you with **TEENS** _____ Information in this section must be **specific** and verifiable.

Over what time period? (Dates) _____

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 |
| ___ Judgment | ___ 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: _____