



# Capital Region YMCA

*We build strong kids, strong families, and strong communities*

## Application for Employment

The Capital Region YMCA is an Equal Opportunity Employer. The Capital Region YMCA reserves the right to perform background checks on all applicants prior to hiring.

### Capital Region YMCA *Something for Everyone*

#### Parkway YMCA

2001 Apalachee Parkway  
Tallahassee, FL 32301-4845  
(850) 877-6151  
Fax (850) 942-2001

#### Camp Indian Springs

2387 Bloxham Cut-Off Road  
Crawfordville, FL 32327  
(850) 926-3361  
Fax (850) 926-3624

#### Children's Playhouse

Lic. #C-1266  
2001 Apalachee Parkway  
Tallahassee, FL 32301-4845  
(850) 878-1255  
Fax 942-2001

#### Children's Learning Academy

Lic. #C-1348  
4732 Thomasville Road  
Tallahassee, FL 32309  
(850) 894-1789  
Fax (850) 894-1789

#### Northwest YMCA

3840 North Monroe  
Suite 400  
Tallahassee, FL 32303  
(850) 536-9622  
Fax (850) 562-7363

#### YMCA at SouthWood

3196 Merchants Row Blvd.,  
Suite 200  
Tallahassee, FL 32311  
(850) 701-0461  
Fax (850) 701-0466

[www.tallahasseeymca.org](http://www.tallahasseeymca.org)

Position applied for: \_\_\_\_\_ Date you can start: \_\_\_\_\_  
Location(s) you are interested in: \_\_\_\_\_ Parkway \_\_\_\_\_ Southwood \_\_\_\_\_ Northwest  
Desired Status: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal  
Please list hours and days that you are available (weekdays and weekends): \_\_\_\_\_  
How did you find out about this position?  
Newspaper \_\_\_\_\_ Job Fair \_\_\_\_\_ Other \_\_\_\_\_ (please specify)

### Applicant Information (please print)

Name: \_\_\_\_\_ SS #: \_\_\_\_\_  
Address: \_\_\_\_\_ Home phone: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### Please answer the following

1. Have you ever been employed by a YMCA? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, where and what dates? \_\_\_\_\_
2. Do you have family members working at the Capital Region YMCA?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
3. Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, you will be required to produce original working papers prior to starting work
4. If hired, can you provide evidence that you are legally eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No
5. Have you ever been convicted of a crime or do you currently have arrest or criminal proceeding pending which has not been resolved in your favor?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If "Yes" explain in full: \_\_\_\_\_
6. List any certifications (include expiration dates): \_\_\_\_\_  
\_\_\_\_\_
7. Have you ever been discharged or asked to resign from an employer?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If so, please explain: \_\_\_\_\_



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## Education

LEVEL	INSTITUTION NAME/ADDRESS	YEARS COMPLETED	COURSE OF STUDY	DEGREE RECEIVED
HIGH SCHOOL				
COLLEGE				
GRADUATE SCHOOL				
OTHER				

## Employment History and References (Begin with most recent)

Company Name/Address Phone Number	Supervisor Name	Dates Worked	Job Title/ Duties	Call for Reference	Reason for Leaving	Last Salary
				Yes ____ No ____		
				Yes ____ No ____		
				Yes ____ No ____		

## Personal References

Name	Telephone Number	Relationship	# Of Years Known

## Statement (Please read carefully before signing.)

I certify that the information in this application and in any accompanying resume is accurate and complete. I understand that omission, misrepresentation or falsification of any information is grounds for withdrawal of any job offer and/or immediate discharge. As a condition of employment, I understand that verification of any applicable certification; registration or licensure must be successfully completed. I also understand that any offer of employment is contingent upon receipt of satisfactory references, proof of identity, proof of legal eligibility to accept employment in the United States and working papers, if applicable. I voluntarily give the YMCA the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility on the YMCA and all person, companies, or corporations supplying such information. The hiring of any employee shall not be considered the creation of a contractual relationship between the employee and the Capital Region YMCA for any period of time. Employment may be terminated with or without cause, and with or without notice, at any time, at the option of the Capital Region YMCA or the employee.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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## Capital Region YMCA STATEMENT OF JOB APPLICANT

In the Capital Region YMCA's efforts to attract the highest quality staff, I have been advised that as part of the application process for employment, an extensive inquiry will be made concerning my prior employment, activities and character. This inquiry will include conviction criminal history information and information in my background related to child abuse. I fully consent to and authorize all such inquiries. I will provide the requested information for the sole purpose of obtaining a conviction-only criminal history file search. I understand that my continued employment is contingent upon a clean criminal history check.

I authorize the Capital Region YMCA to request my employment record from any former employer(s).

I further understand that inquiries may be made concerning my background, experience, and prior employment. I waive any right to claim that any request or investigation is an invasion of my privacy since it is made with my consent and it is my interest that I am considered for employment. I also release the Capital Region YMCA from any liability regarding sharing with third parties and any child abuse information gathered in this background check or observed during my employment with the YMCA.

In the event of my employment by the Capital Region YMCA, I will comply with all policies set forth in the Employee Handbook and with other policies established from time to time by the organization. I also understand that if hired as a YMCA employee or volunteer, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs, including, but not limited, to babysitting or inviting children to my home, exchanging e-mails/ phone numbers/address (except as administratively approved in writing).

I understand that the YMCA will take any allegation or suspicions of child abuse seriously and will report such allegations to the police and the state agencies for investigation.

I understand and agree that if I am employed, there is no contract period for employment and my employment would be solely "employment at will", giving either me or the Capital Region YMCA the right to terminate my employment at any time without liability or obligation except for my regular pay through the date of termination.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I certify that I have never been charged with or convicted of, an offense involving moral misconduct, child abuse and neglect, or offenses against another person. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for employment. Any misrepresentation or omission of facts discovered after employment may be cause for termination of employment with the Capital Region YMCA.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

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**Signature of Applicant** \_\_\_\_\_

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**Printed Name of Applicant** \_\_\_\_\_