

Education and Training:

Name and Location Dates Graduate? Major/Courses Studied

High School		Yes No	
College (undergraduate)	From: To:	Yes No	Degree (if no degree, indicate # of hours & study area):
College (graduate)	From: To:	Yes No	Degree (if no degree, indicate # of hours & study area):
Business/Trade/Other	From: To:	Yes No	Degree (if no degree, indicate # of hours & study area):

•Have you ever applied to the West Cook YMCA before? Yes_____ No_____

If yes, when did you apply?_____

•Have you ever worked for the West Cook YMCA or any other YMCA?

Yes_____ No_____ If yes, please give dates and YMCA location:_____

•Have you been convicted of or pleaded no contest to a felony or misdemeanor?

Yes_____ No_____ If yes, please give date, offense, and outcome:_____

(Previous convictions do not necessarily disqualify an applicant from employment)

•Do you have any relatives who work for the YMCA? Yes_____ No_____

If yes, please give names and branches:_____

Computer Skills:

Are you proficient with Microsoft Office? Word_____ Excel_____ Outlook_____ PowerPoint_____

Please list any other computer experience you have:_____

How would you rate your ability to learn new computer skills? Good_____ Fair_____ Poor_____

Employment History:

List names of employers in consecutive order, starting with your present or most recent employer. If self-employed, give business name and supply references.

Name of Employer	Date of Employment From ____ mo. ____ yr. To ____ mo. ____ yr.
Address of Employer	Phone # _____ - _____ - _____
Job Title	Salary Beginning _____ Ending _____
Supervisor's Name	Reason for Leaving
Duties	

Name of Employer	Date of Employment From ____ mo. ____ yr. To ____ mo. ____ yr.
Address of Employer	Phone # _____ - _____ - _____
Job Title	Salary Beginning _____ Ending _____
Supervisor's Name	Reason for Leaving
Duties	

Name of Employer	Date of Employment From ____ mo. ____ yr. To ____ mo. ____ yr.
Address of Employer	Phone # _____ - _____ - _____
Job Title	Salary Beginning _____ Ending _____
Supervisor's Name	Reason for Leaving
Duties	

Personal References:

Please list two non-related personal references who have known you for at least one year.

Name:	Address:	Phone #:
1. _____	_____	_____
2. _____	_____	_____

Professional References:

Please list two non-related professional references who are familiar with your work habits.

Name:	Address:	Phone #:
1. _____	_____	_____
2. _____	_____	_____

Family Reference:

Please list a close relative who would be willing to provide a character reference for you.

Name:	Address:	Phone #:
1. _____	_____	_____

Additional Information:

Please provide any additional information you want us to consider in evaluating your application for employment. This may include volunteer experience, foreign language skills, YMCA affiliation, awards, or other relevant information.

Certification and Signature:

I certify that all information contained in this application is true and complete to the best of my knowledge. It is understood that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that I am free to resign at any time. The employer reserves the right to terminate my employment at any time, with or without cause and without prior assurances to the contrary. I give the employer the right to investigate and contact all references and employers and to secure additional information about me, if job related. I hereby release from liability the employer and its representative for seeking such information and all other persons, organizations, or corporations, for furnishing such information. The West Cook YMCA is an equal opportunity employer and does not discriminate in its employment practices. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This application is active for three months from the date of application. If I still want to be considered for employment at the conclusion of this time, it will be necessary to fill out a new application.

Signature of Applicant: _____

Date: _____