



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA CAMP SHAND

A branch of the Lebanon Valley Family YMCA

APPLICATION FOR EMPLOYMENT

The Lebanon Valley Family YMCA is an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by federal, state and local law. It is the intention of the Lebanon Valley Family YMCA to comply with all applicable federal state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment. For this application to be considered, each item must be completed. Please print and complete in ink.

Date: _____

CONTACT INFORMATION:

Name: _____
Last First M.I.

Phone: (_____) _____ - _____ Email: _____

Address: _____
Street City State Zip

POSITION APPLIED FOR:

- I am applying for the position of _____
- Employment status desired: Live on camp premises Live off camp premises
- Start date: _____ Available to work through this date: _____
- Who referred you to this company?
 Employment Agency Newspaper Friend
 YMCA Employee Online Resource _____ Other _____

PERSONAL DATA:

- Are you at least eighteen (18) years of age? Yes No
 - If hired, do you have a reliable means of transportation to get to work? Yes No
 - Do you have an active driver's license? Yes No
 - Have you been convicted of a felony in the past seven years? (NOTE: Answering yes will not necessarily be a bar to employment.)
 Yes No
- If yes, please explain _____

(NOTICE TO ALL APPLICANTS: The YMCA enforces its policies and practices to prevent child abuse. We screen carefully to prevent abusers from being hired. All employment offers are contingent upon the successful completion of a child abuse clearance.)

EDUCATION:

- Highest degree earned (check one):
 High School or GED Associate Bachelor Master Doctorate
- Name of High School: _____ Did you graduate? Yes No
- Name of College/University: _____ Did you graduate? Yes No
 College Major: _____ College Minor: _____
- Name of College/University (2): _____ Did you graduate? Yes No
 College Major: _____ College Minor: _____
- Name of Trade School, Business School, etc.: _____
 Did you graduate? Yes No Study focus: _____

EMPLOYMENT INFORMATION:

- Have you ever worked for a YMCA before? Yes No
 If so, where? _____ When? _____
 Reason for leaving: _____

EMPLOYMENT HISTORY: List employment beginning with your most recent/current position below. Please provide employment history for past 7 years. Attach additional paper if necessary.

Name & Address of Company		From Mo/Yr	To Mo/Yr	Job Title	Starting Wage or Salary	Ending Wage or Salary
Describe the work you did:						
Phone	Supervisor's Name	Reason for leaving				May we contact for reference?
						<input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Address of Company		From Mo/Yr	To Mo/Yr	Job Title	Starting Wage or Salary	Ending Wage or Salary
Describe the work you did:						
Phone	Supervisor's Name	Reason for leaving				May we contact for reference?
						<input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Address of Company		From Mo/Yr	To Mo/Yr	Job Title	Starting Wage or Salary	Ending Wage or Salary
Describe the work you did:						
Phone	Supervisor's Name	Reason for leaving				May we contact for reference?
						<input type="checkbox"/> Yes <input type="checkbox"/> No

CAMP PROGRAM SKILLS:

Put a "1" next to those activities you can organize and teach as an expert and a "2" next to those activities you can assist to organize and teach.

Adventure/Challenge	Outdoor Living	Sport and Games	Arts and Crafts	Miscellaneous
Ropes Course	Backpacking	Aerobics/Exercise	Ceramics/Pottery	Academics
Climbing/Rappelling	Hiking	Archery	Drawing/Painting	Community Service
	Orienteering	Baseball/Softball	Leather Craft	Computers
	Outdoor Cooking	Basketball	Metal Work	Gardening
	Fire Building	Biking	Photography	Juggling
Music (List Instrument)	Wilderness Trips	Fishing	Woodworking	Radio/Video
Singing		Football		Storytelling
		Golf		Team Building
		Gymnastics		Writing
	Aquatics/Waterfront	Horseback Riding	Nature	Worship Services
	Canoeing	Informal Games	Animals/Animal Care	
Dance (List Type)	Diving	Martial Arts	Astronomy	
	Kayaking	Soccer	Birds	
	Rafting	Track and Field	Environmental Studies	
	Rowing	Volleyball	Flowers	Foreign Languages
Drama	Swimming	Wrestling	Forestry	
Clowning	Water Games	Group Games	Insects	
Theater		New Games	Plants	
Improv			Rocks/Minerals	
			Weather	

CURRENT CERTIFICATIONS:

- CPR
- Lifeguard
- First Aid
- Other: _____
- AED
- Other: _____

REFERENCES: In the section below, please provide **two (2) professional references and one (1) personal reference.** Personal references may not include immediate family members.

Name	Phone Number (with area code)	Relationship to Applicant	Years Acquainted	Check One
1				<input type="checkbox"/> Professional <input type="checkbox"/> Personal
2				<input type="checkbox"/> Professional <input type="checkbox"/> Personal
3				<input type="checkbox"/> Professional <input type="checkbox"/> Personal

PRE-EMPLOYMENT CERTIFICATION & AUTHORIZATION

Please read each statement carefully and initial each box.

Initials	
_____	I authorize investigation of all statements contained in this application. I understand the falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration.
_____	If an offer of employment is made, I understand that my employment is conditional based upon the results of background investigation(s) conducted by the YMCA. Investigations include completion of criminal background, child abuse and in some cases FBI clearances. I understand that I am responsible for any expenses required for the completion of these clearances. Additionally, I authorize the Lebanon Valley Family YMCA to secure information about my experience with former employers, educational institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising there from.
_____	If employed by the Lebanon Valley Family YMCA I will abide by the YMCA's policies and rules. I understand that if my position requires me to drive in the course of my work, I will be required to possess a current and valid driver's license.
_____	I agree to submit to legally permissible drug and/or alcohol testing upon request by the Lebanon Valley Family YMCA. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the Lebanon Valley Family YMCA, storage areas provided for me (locker, desk, etc.) are open to investigation by the Lebanon Valley Family YMCA without prior notice to me.
_____	If I am employed by the Lebanon Valley Family YMCA, I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the Lebanon Valley Family YMCA or myself. I understand that, only the President/CEO/Executive Director of the Lebanon Valley Family YMCA has the authority to make any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the Lebanon Valley Family YMCA.

My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the Lebanon Valley Family YMCA concerning the nature of my employment, if any, by the Lebanon Valley Family YMCA and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the Lebanon Valley Family YMCA. I understand and agree that, except as noted above, no person who is either an agent or employee of the Lebanon Valley Family YMCA may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Signature of Applicant

Date of Application