



MERRIMACK VALLEY YMCA

Application For Employment/Volunteering

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions shall be consistent with the principles of equal employment opportunity. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment.

PLEASE PRINT

Position Applied For: _____ **Date:** _____

Employee

Volunteer

Branch: Andover/N. Andover Lawrence Methuen Administrative Office Camping Services

Last Name		First Name		Middle Name	
Address	Street	City	State	Zip	
Telephone #			Social Security #		

If you are under 18 years of age, can you provide required proof of your eligibility to work? yes no

Are you available to start immediately? yes no

Do you have the legal right to be employed in the U.S.? yes no

May we contact your present employer? yes no

Do you have relatives/friends who work at our YMCA? yes no

If yes, who are they and what relationship are they to you?

Have you previously been employed by the YMCA? yes no

If yes, please provide details (town/city, dates of employment & title).

Are you available to work: Full Time Part Time Shift Work Seasonal/Temporary

On what date are you available for work? _____

EDUCATION

	Name/City/State of School	Course of Study	Years Completed	Diploma Degree
High School				
College				
Other (specify)				

EMPLOYMENT EXPERIENCE

EMPLOYER	DATES EMPLOYED From:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	HOURLY RATE/SALARY	
REASON FOR LEAVING _____		
EMPLOYER	DATES EMPLOYED From:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	HOURLY RATE/SALARY	
REASON FOR LEAVING _____		
EMPLOYER	DATES EMPLOYED From:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	HOURLY RATE/SALARY	
REASON FOR LEAVING _____		
EMPLOYER	DATES EMPLOYED From:	TO:
ADDRESS	SUPERVISOR	
JOB TITLE	TELEPHONE	
May we contact as a reference? <input type="checkbox"/> yes <input type="checkbox"/> no	HOURLY RATE/SALARY	
REASON FOR LEAVING _____		

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

BACKGROUND INFORMATION

Please list all states and jurisdictions in which you have ever resided including the addresses if possible. Please note that this information will be used to conduct a criminal history search. Attach additional sheets of paper if needed.

Address	Street	City	State	Zip
Dates Resided				

Address	Street	City	State	Zip
Dates Resided				

Address	Street	City	State	Zip
Dates Resided				

Address	Street	City	State	Zip
Dates Resided				

Address	Street	City	State	Zip
Dates Resided				

Address	Street	City	State	Zip
Dates Resided				

Address	Street	City	State	Zip
Dates Resided				

CHARACTER REFERENCES

Please provide the names, telephone numbers and their relationship to you of three individuals who have known you for a period of three years or more and can speak to questions of your character, experience or ability(ies).

	Name	Telephone #	Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

“Please disclose all crimes of which you have been convicted with the exception of the following:

- (i) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted.
 - (ii) A first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or
 - (iii) Any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting there from, whichever date is later, occurred five or more years prior to the date of such application for employment or such request for information, unless such person has been convicted of any offense within five years immediately preceding the date of such application for employment or such request for information. G.L.c. 151B, s. 4(9)”
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APPLICANT’S STATEMENT

I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made, concerning my background, experience, character and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my interest that I be considered for employment.

I further understand the following:

- My employment is contingent upon a CORI (Criminal Offender Record Information) report and a clean criminal record history that is deemed satisfactory by the Association guidelines.

- Failure to cooperate with a Massachusetts CORI check or an out of state criminal history check may result in the rejection of my application or the termination of my employment/volunteer relationship.
- That an I-9 (immigration) form must be completed by me with accompanying documents (immigration papers) within (3) days of my employ, otherwise I will be released from employment until such information is produced by me.
- I have read the “Statement of Employment/Volunteer Applicant” carefully. Since failure to disclose any state or jurisdiction in which I have resided may result in the rejection of my application or the termination of my employment/volunteering and since failure to disclose fully all crimes of which I have been convicted (except as set forth in G.L.C. 151B, s. 4(9)) may result in the rejection of my application or the termination of my employment/volunteer relationship.
- That to the extent I am applying for a position which may include unsupervised contact with children in a program licensed by the Office of Child Care Services, I understand that my application and continued employment or volunteering is subject to and will be reviewed pursuant to 102 Code of Mass Regulations 14.00 (<http://www.qualitychildcare.org/pdf/CORIRegulations.pdf>) and the Criminal History Information Policy of the Merrimack Valley YMCA. I further understand that my criminal offender record information may be utilized by a criminal justice official, a qualified mental health professional or personnel of the Office of Child Care Services in conformance with 102 Code of Mass Regulations 14.00. Last, I understand that I may be applying for a position that is subject to the jurisdiction of governmental entities, and I agree to comply with all regulations governing any such position.
- I understand and agree that the Merrimack Valley YMCA reserves the right to review, receive and utilize all public criminal history information in deciding whether to hire me or continue my employee/volunteer relationship.

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 or prevent a full criminal history search from being completed. I understand and agree that any misrepresentation or omission by me of any material fact could exclude me from being considered for employment or as a volunteer. I further understand that any such misrepresentation or omission made at any time could cause the termination of my employment or volunteer position.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY			
Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date of Employment _____
Notes	_____		

