



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Westport Weston Family YMCA Application for Employment

It is the policy of the Westport Weston Family YMCA to employ individuals without regard to a person's race, color, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law. **This application must be completed in full. Please print or write, whichever is more legible.**

**Answer every question.**

Last Name	First Name	Middle Name/Initial		
Address Number	Street	City	State	Zip Code
E-mail Address: _____				

Position(s) applied for	Date of Application
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other: _____	Your Telephone Number

If you are under 18 years of age, can you provide required proof of your eligibility to work (e.g. Working Papers, Student ID etc.).

Yes       No

Have you ever filed an application with us before?

Yes       No

If yes, give date(s) \_\_\_\_\_

Have you ever been employed with us before?

Yes       No

If yes, give dates \_\_\_\_\_ to \_\_\_\_\_

Has another YMCA ever employed you?

Yes       No

If yes, give dates \_\_\_\_\_ to \_\_\_\_\_

If yes, were you a participant in the Y's National Retirement Fund?

Yes       No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes       No

***Proof of right to work will be required upon employment.***

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Seasonally

Have you ever been convicted of a felony or misdemeanor?  Yes  No  
***Conviction will not necessarily disqualify an applicant from employment.***

If yes, please provide details including location, city, county and state of conviction

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**PLEASE NOTE**

You are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased pursuant to Connecticut General Statutes 46b-146, 54-76o or 54-142.

Criminal records subject to erasure pursuant to the above statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs; an adjudication as a youthful offender; a criminal charge that has been dismissed or nullified; a criminal charge for which you have been found not guilty; or a conviction for which you received an absolute pardon.

Any person whose criminal records have been erased pursuant to the above statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased, and may so swear under oath.

**Education**

	High School				Undergraduate College/University				Graduate/Professional					
School Name & Location														
Years Completed	1		2		3		4	1		2		3		4
Diploma/Degree														
Describe Course of Study														
Describe any specialized training, apprenticeship, skills and extra-curricular activities														
Describe any honors you have received														
State any additional information you feel may be helpful to us in considering your application														

Registered and/or graduated under what name? \_\_\_\_\_

Complete **only** if the job for which you are applying involves driving **other than** commuting to and from work.

Do you have a valid driver's license?  Yes  No  
Do you have a valid Connecticut public service license?  Yes  No  
Are there any restrictions on your ability to operate a motor vehicle?  Yes  No

If yes, please list \_\_\_\_\_

Do you have a valid Connecticut commercial driver's license?  Yes  No

## Prior Address Information

*Please indicate all addresses-other than the current address indicated on Page 1 – that you have used in the last seven years. Continue on the reverse side of page if necessary.*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code \_\_\_\_\_

Country: \_\_\_\_\_ Dates At This Address FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code \_\_\_\_\_

Country: \_\_\_\_\_ Dates At This Address FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code \_\_\_\_\_

Country: \_\_\_\_\_ Dates At This Address FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code \_\_\_\_\_

Country: \_\_\_\_\_ Dates At This Address FROM: \_\_\_\_\_ TO: \_\_\_\_\_

## **Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. If you need additional space, please continue on a separate sheet of paper.

Employer	From	Dates Employed To	Work Performed
Address			
Telephone Number(s)	Starting	Hourly Rate/Salary Final	
Job Title			
Supervisor			
Reason for Leaving			
May we contact this employer for a reference check now or after acceptance of offer?		<input type="checkbox"/> Now <input type="checkbox"/> After	

Employer	From	Dates Employed To	Work Performed
Address			
Telephone Number(s)	Starting	Hourly Rate/Salary Final	
Job Title			
Supervisor			
Reason for Leaving			

Employer	From	Dates Employed To	Work Performed
Address			
Telephone Number(s)	Starting	Hourly Rate/Salary Final	
Job Title			
Supervisor			
Reason for Leaving			

## **Applicant's Statement**

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The information that I have provided on this application is true and complete to the best of my knowledge. I understand that any misrepresentation or omission of any fact or circumstance in my application, resume, or any other materials I have completed or submitted or made during any of my interviews may be justification for refusal of employment or, if employed, termination of employment.

Any offer of employment I may receive is contingent upon my successful completion of the total pre-employment screening process, including your receipt of references which you consider satisfactory and my satisfactory completion of any pre-employment physical examination which you may require.

**In processing my application for employment, I authorize the Westport Weston Family YMCA to verify all the information provided by me and obtain a consumer or investigative consumer report concerning, among other things, current and prior employment, credit history, driving record, military record, education, character, general reputation, personal characteristics, and criminal record. I understand that a report may be based on telephone or personal interviews with my present and former employers and others. I understand that I have a right to make a written request to the Westport Weston Family YMCA as to whether a consumer report or an investigative consumer report was procured and to request a complete and accurate disclosure of the nature and scope of the report.**

I authorize and request all of my present and former employers to furnish information about my employment record, including the reason(s) and circumstance(s) for the termination of my employment, work performance, qualifications, abilities, and other qualities pertinent to my qualifications for my employment, including character, general reputation, and personal characteristics.

I understand that employment at the Westport Weston Family YMCA is "at will" and that if I am hired my employment and compensation can be terminated with or without cause or notice, at any time, for any reason, at the option of either the Westport Weston Family YMCA or myself. I further understand that no employee, manager, officer, or representative of the Westport Weston Family Y, other than the Executive Director/CEO, has any authority to enter into any agreement providing me with employment for any specified period of time, and no authority to make any written or oral employment agreement or make any representations about the terms, conditions, benefits, or privileges of employment at the Westport Weston Family Y. I further understand that any such agreement or representation, if made, shall not be valid or enforceable unless it is in writing and signed by the Westport Weston Family YMCA CEO.

**I HAVE READ AND UNDERSTAND THE ABOVE.**

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Signature

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Date

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**FOR HUMAN RESOURCE DEPARTMENT USE ONLY**

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