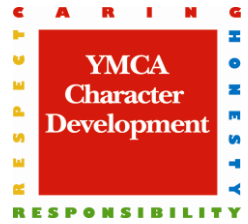




Greater Newburgh YMCA Staff Application

377 Broadway
Newburgh, NY 12550
845-562-1088
845-562-9172 fax
www.NewburghYMCA.org



Notice to Applicants and Employees of the Greater Newburgh YMCA: The Greater Newburgh YMCA maintains “zero-tolerance” for abuse of any kind. Background checks are performed on all employees and screening for alcohol and illegal drugs may be required prior to and during employment.

PLEASE PRINT

Date of Application _____ / _____ / _____

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodations for the application and/or interview process should notify our offices and requesting interviewer.

Y-Staff Contacted Regarding Position If Any: _____ Position(s) applied for _____

Name _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Phone _____ Cell: _____ Email: _____

If away at college: School Address: _____

Type of employment desired Full-time Part-time Temporary Seasonal Educational Co-op/Internship Volunteer

Days of Availability: _____ Hours of Availability _____ Date Available to Start Work _____

Have you been previously employed by the YMCA? No Yes: YMCA Name: _____ Position Held _____

Are you permitted to work in the US? No Yes Military Branch: No Yes: Branch _____

Have you ever been convicted of a crime (other than traffic violations)? No Yes (a conviction record will not necessarily be cause for disqualification)

If Yes, please state offense: _____ date: _____ and location: _____

- Check the talents you would like to share with the YMCA:
- administrative clerical fund raising marketing cleaning
 - building & grounds maintenance camp facility maintenance electrical work plumbing painting/staining
 - aquatics fitness instructor summer camp programs child care teen programs weekend programs
 - weekends at camp teach a class to adults (what subject?): _____ other: _____

If you indicated that you would like to work with children in child care, camp or teen programs, please check the areas in which you have skills you could share:

- arts & crafts aquatics tutoring community service projects computer skills cooking/nutrition health care rock climbing
- sports & games class instruction (which classes?) _____ other _____

Please describe any experiences, training, skills or interests that may qualify you as being able to perform job-related functions in the position(s) you are applying for: _____

List updated certifications, licenses and trainings (Please enclose a copy):

<u>Type</u>	<u>Expires</u>	<u>Type</u>	<u>Expires</u>
Drivers License # _____	_____	CPR(Type) _____	_____
State ID _____	_____	Lifeguard _____	_____
First Aid _____	_____	WSI _____	_____
RTE _____	_____	Canoeing _____	_____
EMT _____	_____	Basic Water Rescue _____	_____
LPN / RN _____	_____	Small Craft Safety _____	_____
Project Adventure _____	_____	Other _____	_____

EDUCATION

Name of Schools (High School, College, Graduate School)	Major area of study	Dates	Highest Grade Completed	Degree or Credits



PLEASE COMPLETE & RETURN TO:

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APPLICANT CRIMINAL HISTORY STATEMENT

In accordance with Section 390-b(1)(a) of the Social Services Law, I certify that to the best of my knowledge and belief **I HAVE** **I HAVE NOT** been convicted of a crime in New York State or any jurisdiction. If I have been convicted of a crime, I will provide true and accurate information concerning the crime for which I was convicted, the date of conviction and any other relevant information in the space provided below. In addition, I will provide written justification on the back of this sheet, explaining why I should be allowed to have contact with children regardless of my conviction. ***I am aware that this will be my only opportunity for this explanation to be considered in the decision to approve or deny my employment.***

Complete the information below and submit with record of conviction or certification of court arraignment.

TYPE OF CRIME	PENAL CODE SECTION	DATE OF CONVICTION	COUNTY OR COURT OF ARRAIGNMENT
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____
_____	_____	____/____/____	_____

To the best of my knowledge the information provided above is true and accurate. I understand that my failure to truthfully and accurately state whether I have been convicted of a crime and/or to provide truthful and accurate information concerning the convictions may constitute ground for dismissal or denial of employment, or suspension, limitation or revocation of the registration to provide child care.

Applicant Name: _____ Signature: _____ Date: ____/____/____



PLEASE SEND 3 COMPLETED REFERENCES TO:

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377 Broadway
Newburgh, NY 12550
845-562-1088
845-562-9172 fax
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REQUEST FOR REFERENCE

The person named below has given your name as a reference in applying for a position at the Greater Newburgh YMCA. It is important that Y staff are well rounded in spirit, mind and body and are caring, honest, respectful and responsible. We appreciate your evaluation of the applicant. Our consideration for employment of the applicant depends on your response. Your prompt attention to this matter will be appreciated. Thank you very much for your time and consideration.

APPLICANTS MUST COMPLETE THIS BOX BEFORE DISTRIBUTING

Applicant's name: _____ Position applying for: _____

I request that (Name of reference) _____ complete this form as a reference for a position at the Greater Newburgh YMCA.

_____ I have retained my right of access to this reference

_____ I have waived my right of access to this reference

Date _____ Applicant's Signature _____

- How long have you known the applicant? _____ In what capacity have you known the applicant? _____

- If applicant worked for you, would you rehire? Yes _____ No _____ Explain: _____

- The YMCA is a drug, alcohol and smoke-free facility. Would the applicant fit into this environment? _____

- To your knowledge, what is the ability of the applicant to get along with:
Children _____
Peers: _____
Adults of a different generation: _____
- What strengths does the applicant have that would benefit the position they are applying for? _____

- Please list any areas that the applicant could improve upon _____

- It is the priority of the YMCA to keep the children in our programs safe. Please explain any reasons why you might think that this employee would be better suited *NOT* to work with children _____

TURN OVER PLEASE

