



APPLICATION FOR EMPLOYMENT WESTFIELD AREA Y

Position(s) being applied for:

*We consider each application without regard to age, race, gender, color, religious creed, national origins, sexual orientation, criminal record, mental illness, handicap, disability, marital status or any other legally protected status pursuant to relevant federal, state and local laws. Reasonable accommodations will be made for applicants with disabilities **and qualified new hires.***

**** Notice to Applicants ****

The Y maintains a "zero tolerance" for child abuse and/or substance abuse.

Criminal background check and other federal or state screenings for child abuse and other criminal convictions will be conducted.

Screening tests for alcohol and illegal drug use may be required before hiring and during employment.

Please type or print. Application must be completely filled out in order to be considered.

Personal Data

Name _____ Home Phone _____

Address _____ Cell Phone _____

City _____ State _____ Zip _____

Email Address _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

Previous residence (Address, City, State, Zip): _____

• Have you previously worked for any Y? Yes No If yes, when _____
Y Name & Address _____

• Are you 18 years of age or older? Yes No If not, you will be required to furnish working papers upon hire.

• Do you have any pending criminal charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense? Do not include convictions that have been annulled, expunged or sealed by a court.
 No Yes, detail _____

Answering "yes" to these questions does not constitute an automatic bar to employment but will be considered in relation to the position sought.

Employment Availability

What type of position are you applying for: ___ Full time ___ Regular Part-time ___ Seasonal ___ Other

When are you available (check all that apply)? Available start date? _____

___ Mornings ___ Days ___ Evenings ___ Late Evenings ___ Weekends

Any restrictions to work hours? _____ Salary Desired: \$ _____

Employment & Volunteer History

Provide the following information of your past and current employers or assignments, **starting with the most recent** (use additional sheets if necessary).

Employer _____ Address _____	Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Immediate supervisor and title _____	Hourly Rates/ Salary Starting \$ _____ per _____	
Reason for leaving _____		Hourly Rates/ Salary Final \$ _____ per _____	
Employer _____ Address _____	Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Immediate supervisor and title _____	Hourly Rates/ Salary Starting \$ _____ per _____	
Reason for leaving _____		Hourly Rates/ Salary Final \$ _____ per _____	
Employer _____ Address _____	Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Immediate supervisor and title _____	Hourly Rates/ Salary Starting \$ _____ per _____	
Reason for leaving _____		Hourly Rates/ Salary Final \$ _____ per _____	
Employer _____ Address _____	Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Starting job title/Final job title _____	Immediate supervisor and title _____	Hourly Rates/ Salary Starting \$ _____ per _____	
Reason for leaving _____		Hourly Rates/ Salary Final \$ _____ per _____	

Non-employment Record

Include explanation of all lapses in employment on preceding page.

From		To	Reason	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

Education

School Name & Address (high school, college, trade)	Major Course or Degree Program	Diploma/Degree Received

References

List at least three references/persons that know you well and can attest to your abilities and suitability for Y employment (**one reference must be a family member--all other references must be non-relatives**). **PLEASE DO NOT LIST CURRENT EMPLOYEES OR BOARD MEMBERS AS REFERENCES.**

Name	Address/Phone Number	Relationship to you	Years Known
1.		FAMILY –	
2.			
3.			
4.			
5.			

Additional Information

Do you hold current CPR certification? Yes No
Expiration: _____

Do you hold current first aid certification? Yes No
Expiration: _____

Do you hold current lifeguarding certification? Yes No
Expiration: _____

Other relevant certifications held:

Type: _____ Expiration: _____ Type: _____ Expiration: _____

How did you find us? (if applicable)
<input type="checkbox"/> Walk-in
<input type="checkbox"/> Signs at Center
<input type="checkbox"/> Web Page
<input type="checkbox"/> Referral _____
<input type="checkbox"/> Advertisement
<input type="checkbox"/> Relative
<input type="checkbox"/> Employee _____
<input type="checkbox"/> Other _____

Applicant's Statement

I certify that all information I have provided in order to apply for and secure work with the Y is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Y's service, whenever it is discovered. Initial _____

I expressly authorize, without reservation, the Westfield Area Y, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Y, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. Initial _____

I understand upon offer of employment, the Y will conduct a criminal background check prior to and during my employment as well as a child abuse registry check and I am subject to random, accident follow-up, and for cause drug testing, as well as post offer drug screening contingent on employment. Initial _____

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial _____

I understand that the Y does not discriminate in hiring or employment on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, age or any other protected category; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The Y will give this application every reasonable consideration. However, in accepting it, the Y makes no commitment of employment to the applicant. Initial _____

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the Y and still wish to be considered for employment, it may be necessary to reapply and fill out a new application. **Employment with the Y is employment at will** which means that employees may end their employment at any time, for any reason; and that the employer (the Westfield Area Y) may terminate employees at any time for any reason, with or without cause. Initial _____

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard, and I certify that I have read, fully understand and accept all terms of the foregoing applicant's statement. Do not sign until you have read and initialed the above statements.

Signature of Applicant

Date

Signature of Parent if applicant is under 18 years of age

Date

Parent's Name (please print): _____

OUR MISSION
The Westfield Area Y is a nonprofit human service organization dedicated to developing the full potential of every individual and family in the communities it serves through programs that build healthy spirit, body, and mind for all.

**PRE-EMPLOYMENT DISCLOSURE
AUTHORIZATION AND RELEASE**

I understand that in connection with my application for employment, and/or continuous employment, The Westfield Area Y (referred to as "Employer"), Intellicorp.net, their agents, assigns or any other authorized third parties (collectively, the "Investigators") may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my employment history, education, general character or reputation, work experience, driving, criminal including sex offender registry and credit histories and such other information the ("Information") as may be required.

I understand that Employer may rely on any part or all of this Information in determining whether to extend an offer of employment to me. I further understand that if any adverse action is taken by Employer, or if Employer chooses not to extend an offer of employment to me based upon the Information, that I will be provided a copy of such Information along with a summary of my rights under the Fair Credit Reporting Act. Provided that the Employer gives me a copy of the Information, I understand and agree that I have no right of recourse against the Employer, and that I waive and voluntarily give up any rights whatsoever that I may have against the Employer for relying upon the Information.

I understand that the background check which may be performed by Investigators is being performed as part of the pre-employment process to evaluate me for employment and is not conducted for any other purpose other than in connection with my application for employment.

I have read this Pre-Employment Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for employment. I hereby release Investigators from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application for employment with Employer. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check.

Applicant's Signature

Date

Parent's Signature
(if under 18 years of age, parent's consent required)

Date

**Westfield Area Y
Drug Screening Policy**

All offers of employment made by the Westfield Area Y will be conditional offers of employment contingent upon

- (1) the applicant's submission to a drug screening, and
- (2) the drug screening results being negative for illegal drug use.

Applicants offered employment by the Westfield Area Y will then be requested to sign a consent form agreeing to participate in a drug screening and authorizing the submission of the results of that drug screening to the Westfield Area Y.

Offers of employment will be revoked when applicants refuse to participate in a drug screening within 24 hours, when applicants refuse to authorize the release of the results of the drug screening to the Westfield Area Y or when applicants test positive for illegal drug use.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

(If Under 18 Years of Age, Parent's Consent Required)

Revision: 01/2012

