



# 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 upon offer of employment.**

**Screening tests for alcohol and illegal drug use may be required upon offer of employment 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		Hourly Rates/ Salary Starting \$ per	
Immediate supervisor and title			
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		Hourly Rates/ Salary Starting \$ per	
Immediate supervisor and title			
Reason for leaving		Hourly Rates/ Salary Final \$ per	
Employer _____ Address	Telephone (____)	Employed From To	Summarize the type of work performed and job responsibilities
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Immediate supervisor and title			
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.	
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	Phone Number	Address	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 Y Welcome Center Areas
<input type="checkbox"/> Westfield Area Y Web Page
<input type="checkbox"/> College Website/Job Fair
<input type="checkbox"/> Union County College <input type="checkbox"/> Rutgers
<input type="checkbox"/> Kean College <input type="checkbox"/> Other (List)_____
<input type="checkbox"/> Advertisement
<input type="checkbox"/> NJN.Com <input type="checkbox"/> Indeed <input type="checkbox"/> Craig's List
<input type="checkbox"/> TAP <input type="checkbox"/> Facebook <input type="checkbox"/> Other_____
<input type="checkbox"/> Referral _____
<input type="checkbox"/> Relative _____
<input type="checkbox"/> Employee_____

**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.

**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**