



Welcome to the YMCA of Columbia-Willamette

9500 SW Barbur Blvd., Suite 220, Portland, OR 97219

Thank you for considering employment at the YMCA. The YMCA (Young Men's Christian Association) of Columbia-Willamette is an association of **people who are passionately committed to our vision and mission**. Our culture, based on our Christian heritage, is welcoming and accessible to all.

EMPLOYMENT APPLICATION

Child Care Staff Only

CCD Registry Number: _____

Date Verified: _____

Expiration Date: _____

Staff Initials: _____

NOTICE: YMCA of Columbia-Willamette is an Equal Opportunity Employer.

Please notify a staff member if you need any accommodation or assistance with any part of our application process.

Specify Position Applying For: _____ Today's Date: _____

How did you hear of this job opportunity? _____

APPLICANTS: In order to be considered for employment, this application must be completed in its entirety. Please remember to print clearly and to read and sign on the last page.

Name: _____ Home phone: _____
First/ Middle/Last

Street address: _____ City: _____ State: ____ Zip: _____

Mailing address: _____ City: _____ State: ____ Zip: _____

Cell phone or message phone: _____ Email address: _____

Referred by: (if you were referred by a YMCA of Columbia-Willamette employee) _____



Please check the box if you prefer to receive communication on your personal email.

Why are you interested in this particular job? _____

What skills and training qualify you for this position?

Employment History

This section must be completed entirely. Do not substitute a resume. List all work experience, paid or unpaid, beginning with your current or most recent job. Include military experience as well as volunteer jobs that you wish to have considered as part of your qualifications for the position you are seeking.

Describe each job separately, emphasizing your specific tasks and any supervisory, technical or other responsibilities. Explain all breaks in continuous employment. If more space is needed, additional pages can be attached.

Present or Last Position

Employer:	Beginning date:	End date:
Address:	Supervisor:	
	Supervisor phone:	
Your Title:	Hours/week (average)	
Duties/Responsibilities:	Paid: Y N	Unpaid: Y N
	Hourly rate: \$	Monthly rate: \$
Reason for leaving or for considering a change:	Last yearly salary: \$	
	May we contact this employer? Y N	



Employer:	Beginning date: _____ End date: _____
Address:	Supervisor:
	Supervisor phone: _____
Your Title:	Hours/week (average) _____
Duties/Responsibilities:	Paid: Y N Unpaid: Y N
	Hourly rate: \$ _____ Monthly rate: \$ _____
Reason for leaving or for considering a change:	Last yearly salary: \$ _____
	May we contact this employer? Y N

Employer:	Beginning date: _____ End date: _____
Address:	Supervisor:
	Supervisor phone: _____
Your Title:	Hours/week (average) _____
Duties/Responsibilities:	Paid: Y N Unpaid: Y N
	Hourly rate: \$ _____ Monthly rate: \$ _____
Reason for leaving or for considering a change:	Last yearly salary: \$ _____
	May we contact this employer? Y N

List ALL other positions you have held in the past ten years, beyond the three most recent ones. Attach additional sheets if necessary.

Employer: _____ Your title: _____

Address: _____ Your salary: _____

Dates of employment: _____ Reason for leaving: _____

Employer: _____ Your title: _____

Address: _____ Your salary: _____

Dates of employment: _____ Reason for leaving: _____



Employer: _____ Your title: _____

Address: _____ Your salary: _____

Dates of employment: _____ Reason for leaving: _____

Employer: _____ Your title: _____

Address: _____ Your salary: _____

Dates of employment: _____ Reason for leaving: _____

Education

Circle highest grade completed:	1	2	3	4	5	6	7	8	9	10	11	12	College ___ Years	Graduate ___ Years
Name of School	Location												Major	Diploma or Degree
High School	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Grad School	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Vocational	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Additional Information

Professional Memberships and Affiliations: _____

Professional and Trade Licenses: _____

Have you ever been employed by the YMCA? When? _____

Where? What position did you hold? _____

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING?

___ Yes ___ No If no, please explain: _____



If you have any questions as to what functions are essential to the position for which you are applying with or without a reasonable accommodation, please review the posted job announcement.

Please list three (3) personal references and telephone numbers (one must be a relative):

Name: _____ Phone: _____ Relationship: _____

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Name: _____ Phone: _____ Relationship: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

YMCA of Columbia-Willamette is an equal opportunity employer committed to a policy of non-discrimination. Every effort will be made to ensure all employment decisions, company programs, and personnel actions are administered without regard to race, color, religion, national origin, sex, age, physical or mental handicap, veterans status, sexual orientation or gender identity. (___ Initial Here)

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed. (___ Initial Here)

I understand that if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with YMCA of Columbia-Willamette. In addition, I agree to make available, for company review, my original social security card for the purpose of assuring correct reporting of wages to the Social Security Administration. (___ Initial Here)

I consent to drug testing as may be requested by YMCA of Columbia-Willamette's representatives. (___ Initial Here)

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that a misrepresentation or material omission on this application will result in my being eliminated from further consideration. I further understand that if accepted for employment, any misrepresentation or material omission, which becomes know to YMCA of Columbia-Willamette, will result in immediate termination of employment. (___ Initial Here)

I HEREBY AUTHORIZE MY PAST EMPLOYERS TO RELEASE INFORMATION TO THE YMCA of Columbia-Willamette regarding my employment. I give my permission for representatives of the YMCA of Columbia-Willamette to check references with any and all work-related contacts, including those listed on my employment application, those provided specifically by me, and any other contacts that may surface during the course of the hiring process. I understand that these references will be confidential and I will not have access to them. I indemnify and release the YMCA of Columbia-Willamette and all providers of information from any liability as a result of furnishing and receiving this information. This release of information covers my employment record in general, including information on the following: dates of employment; position(s) held; the quality and quantity of my work; my attendance habits (excluding worker's compensations, pregnancy, disability and protected absences); my relationship with co-workers and supervisors; my attitude toward work; reason for leaving and eligibility for rehire; strong and weak points; whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, have a criminal record or any traits that would present security or safety issues for others; and other relevant information regarding my performance, skills, ability and suitability for employment sought. I authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give YMCA of Columbia-Willamette's representatives any and all information regarding my previous employment and me. I release YMCA of Columbia-



Willamette, and all previous employers and supervisors, from liability for any damages that may result from furnishing information to YMCA of Columbia-Willamette. (___ Initial Here)

In consideration of my employment, I agree to conform to the instructions, rules and policies of YMCA of Columbia-Willamette. My employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either the company or myself. (___ Initial Here)

Signed: _____ Date: _____



3. What do you know about the mission of the YMCA? What is your reaction to the Christian based mission of our organization? Please provide an example of how you would put into practice the mission of the YMCA in the job you are applying for?

4. By providing examples, convince me that you can adapt to a wide variety of people, situations and environments. What obstacles did you face? How did you overcome them? What did you do?