



YMCA EMPLOYMENT APPLICATION FORM

Position being applied for _____ Date available to begin work _____

PERSONAL DATA

Last Name _____ First Name _____ Initial _____

Street Address _____ City _____ Province _____ Postal Code _____

Home Telephone _____ Business Telephone _____ Cell Telephone _____

Email Address: _____@_____

Are you legally eligible to work in Canada? Yes No

Are you over 18 years of age? Yes No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as your full employment history. Additional information maybe attached on a separate sheet.

RESUME ATTACHED? Yes No

EDUCATION

Secondary School Business or Trade School College or University

Highest Grade/Level Completed _____ Name of Program _____ Length of Program _____

License, Certificate, Diploma or Degree awarded? Yes No Honors

Major Subject: _____

Please list any other courses, workshops and/or seminars which may relate to the position you are applying for:

Please list any volunteer work or personal hobbies which may relate to the position you are applying for:

EMPLOYMENT HISTORY

DATES: _____

COMPANY: _____

JOB TITLE: _____

FUNCTION/RESPONSIBILITIES: _____

DATES: _____

COMPANY: _____

JOB TITLE: _____

FUNCTION/RESPONSIBILITIES: _____

DATES: _____

COMPANY: _____

JOB TITLE: _____

FUNCTION/RESPONSIBILITIES: _____

REFERENCE CHECK REQUIREMENTS: The YMCA's hiring policy requires the completion of three references before an official offer is confirmed. Please list references on a separate sheet. **Two** of the three references must be unrelated to the YMCA of Hamilton/Burlington. The purpose of reference checks is to confirm the candidate's qualifications, skills and suitability for employment/volunteer placement with the YMCA in a pre-determined position. Employment/volunteer placements within a YMCA child care program area will include questions specific to the suitability of candidates to work with children and/or vulnerable adults.

PRIVACY STATEMENT: The Hamilton Burlington YMCA and any groups that are officially associated with the Hamilton Burlington YMCA (HB YMCA) respect your personal privacy. We appreciate your concern about your personal information, and believe ensuring the security of your personal information is an important part of our job. We strive to protect any personal information you give to the YMCA of Hamilton/Burlington. If we ask you to provide us with any personal information, we will tell you the purposes for which we intend to use that information. **WE WILL NOT COLLECT, USE, OR DISCLOSE YOUR PERSONAL INFORMATION WITHOUT YOUR CONSENT. We collect no personal information about you unless you choose to provide that information to us We do not use techniques that collect personal information about you without your knowledge. Your personal information is not lent or sold to anyone for any purpose.** It is our intention to fully comply with the “Personal Information Protection and Electronic Documents Act” passed by the Government of Canada in April 2000 – for your benefit and ours.

CRIMINAL REFERENCE CHECKS: It is the policy and practice of the YMCA to receive a current criminal reference check as a condition of employment/volunteer service. As per YMCA policy, the Association also reserves the right to randomly request future criminal reference check reports as a condition of continued employment and/or volunteer service. While the initial cost of the criminal reference check is the responsibility of the employee/volunteer, the cost of subsequent reports will be assumed by the YMCA of Hamilton/Burlington.

I hereby declare that the foregoing information is true and complete to my knowledge; I understand that a false statement may disqualify me from employment or cause my dismissal. I have not had any accusations of misconduct against me and there is nothing known to me that could prevent me from doing the applied for work.

Signature of Applicant: _____

Date: _____