

## Welcome to the YMCA of Columbia-Willamette

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 purpose and mission**. Our culture, based on our Christian heritage, is welcoming and accessible to all.

To fulfill our mission we recruit, develop and maintain a diverse workforce in an environment of mutual support, encouragement, accountability, compassion and forgiveness. We are committed to the following:

- Establish long-term relationships
- Strive for excellence in all that we do
- Lead by example and serve others
- Develop people to their fullest potential
- Incorporate YMCA Christian principles into our work
- Thoroughly enjoy what we do

As part of the application process, in one page or less answer the questions below. Additional information about the mission and purpose of the YMCA of Columbia-Willamette can be found on our web site: [www.ymca-portland.org](http://www.ymca-portland.org).

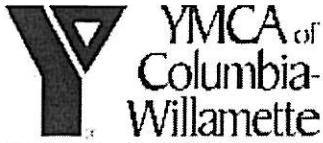
1. Why are you interested in working for the YMCA? What are your expectations?
2. The reason why the YMCA exists is to equip, train, teach, encourage and to see those we serve (staff, volunteers and our members) take personal responsibility for their own spiritual, mental and physical well being and then to care for those less fortunate. What is your reaction to our purpose?
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?

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To put the Christian principles of love, respect, honesty, responsibility and service into practice through programs that build a healthy spirit, mind and body for all.

Notice to Applicants/Employees/Volunteers: *We make every effort to prevent child abuse, and conduct multi-state background checks.*

Child Care Staff Only:  
CCD Registry Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_  
Date Verified: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_



# Job Application

Web site: [www.ywca.org](http://www.ywca.org), [www.ywca.com](http://www.ywca.com), [www.ywca.org](http://www.ywca.org) **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.**

Specific Position Applied for: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**APPLICANT'S: In order to be considered for employment, this application must be completed entirely. Please remember to print clearly and to read and sign on the last page.**

Full Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different from Street Address) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime or Message Phone \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please check the box if you would like to receive staff 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	From (month) (year)
Address	To (month) (year)
Your title	Supervisor's name and telephone
Duties/Responsibilities (be specific)	Hrs/Week (if varied, indicate avg.) Paid _____ Unpaid _____ _____ per hour _____ per month _____ per year
Reason for leaving or for considering a change	Last yearly salary _____ May we contact this employer? Yes _____ No _____

Employer	From (month) (year)
Address	To (month) (year)
Your title	Supervisor's name and telephone
Duties/Responsibilities (be specific)	Hrs/Week (if varied, indicate avg.) Paid _____ Unpaid _____ _____ per hour _____ per month _____ per year
Reason for leaving or for considering a change	Last yearly salary _____ May we contact this employer? Yes _____ No _____

Employer	From (month) (year)
Address	To (month) (year)
Your title	Supervisor's name and telephone
Duties/Responsibilities (be specific)	Hrs/Week (if varied, indicate avg.) Paid _____ Unpaid _____ _____ per hour _____ per month _____ per year
Reason for leaving or for considering a change	Last yearly salary _____ May we contact this employer? Yes _____ No _____

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

Employer	Address
Your title	Your Salary
Dates of employment	Reason for leaving

Employer	Address
Your title	Your Salary
Dates of employment	Reason for leaving

Employer	Address
Your title	Your Salary
Dates of employment	Reason for leaving

Employer	Address
Your title	Your Salary
Dates of employment	Reason for leaving

**Education**

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

**Additional Information**

Professional Memberships and Affiliations \_\_\_\_\_

Professional and Trade Licenses \_\_\_\_\_

Have you ever been employed by YMCA? When? \_\_\_\_\_

Where? What Position did you hold? \_\_\_\_\_

Have you ever been convicted of any felony or a felony offense against a person or any misdemeanor or felony offense in which the victim was a minor in any state at any time, including convictions that have been expunged, sealed, set aside, or otherwise removed

from your criminal history record, including convictions that you have been told by legal authorities you need not report, but not including convictions that have been expunged pursuant to ORS 419A.260 and ORS 419A.262? If yes, please report the crime for which you were convicted, date of conviction and state where conviction occurred. (PLEASE NOTE: a conviction will not necessarily bar you from employment. Each conviction will be reviewed on its own merits with respect to time, circumstances and seriousness, along with all other information relevant to the work for which you have applied) \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain

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

(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.)                      YES                      NO

If no, please explain: \_\_\_\_\_

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Please List Three Personal References and telephone numbers (one must be a relative)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION:**

YMCA of Columbia-Willamette is an equal opportunity employer and does not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status. (\_\_\_\_\_ 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 voluntarily authorize YMCA of Columbia-Willamette and its agents to obtain criminal background information about me, including but not limited to, information that was expunged, sealed, set aside or otherwise removed from my criminal record history but not including convictions that have been expunged pursuant to ORS 419A.260 and ORS 419A.262 for employment purposes in connection with my application and hire for employment with the YMCA. I also authorize and direct law enforcement authorities, court personnel and any other public or private officer or person, to disclose all of the aforesaid information, without condition or qualification, to the YMCA of Columbia-Willamette. I specifically authorize YMCA of Columbia-Willamette to obtain consumer reports from consumer reporting agencies including, but not limited to, Criminal Info Services, Inc.(CIS) for employment purposes. I understand I have rights under FCRA as indicated in the Fair Credit Reporting Act Disclosure Notice I will receive if offered employment with YMCA of Columbia-Willamette. (\_\_\_\_\_ Initial here)

You are advised that the YMCA of Columbia-Willamette may request a fingerprint based criminal records check for the purposes of evaluating your fitness as an employee. You may obtain a copy of the record check report from, or challenge the accuracy or completeness of the record check report, through the Oregon State Police or Washington State Patrol identification services section or the Federal Bureau of Investigation. (\_\_\_\_\_ 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 known to YMCA of Columbia-Willamette, will result in immediate termination of employment.(\_\_\_\_\_ Initial here)

**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; positions(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. 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