

# APPLICATION FOR EMPLOYMENT



RETURN TO: **North Suburban YMCA**  
Personnel Department  
2705 Techny Road  
Northbrook, Illinois 60062

*The North Suburban YMCA is an equal opportunity employer and complies with all federal, state and local laws, ordinances and regulations concerning equal treatment and non-discrimination in employment.*

## PERSONAL DATA

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
HOME TELEPHONE NUMBER WORK TELEPHONE NUMBER

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
POSITION(S) APPLIED FOR

## REFERRAL SOURCE

\_\_\_\_\_  
EMPLOYEE (NAME) SCHOOL (NAME)

\_\_\_\_\_  
NEWSPAPER (NAME) AGENCY (NAME)

\_\_\_\_\_  
OTHER (NAME)

Have you ever filed an application with the North Suburban YMCA?  Yes  No

If yes, when? \_\_\_\_\_

Have you previously been employed by the North Suburban YMCA?  Yes  No

If yes, when? \_\_\_\_\_

Do you have any relatives who are employed by the North Suburban YMCA?  Yes  No

If yes, name relative \_\_\_\_\_

Work availability

- Full time
- Temporary
- Part time (specify hours) \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

If yes, please list license number and state \_\_\_\_\_

Do you currently have automobile insurance, or could you obtain coverage if hired?  Yes  No

Can you work overtime and/or weekends?  Yes  No

Are you currently employed?  Yes  No

Are you on a lay-off or subject to recall?  Yes  No

Are you over the age of 18?  Yes  No

If not, can you furnish a work permit?  Yes  No

Can you travel if the job requires it?  Yes  No

Have you been convicted of a felony in the last seven years?  Yes  No

If yes, please explain. (Conviction will not necessarily disqualify an applicant from employment.)

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In case of emergency, please contact

NAME

HOME PHONE NUMBER

WORK PHONE NUMBER

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### REFERENCES

Please list three business references. If you have never been employed or have not had three employers, you may list three personal, non-family references. Examples of personal references could be a teacher, neighbor, coach, clergyman or family friend.

NAME

PHONE NUMBER

RELATIONSHIP

NAME

PHONE NUMBER

RELATIONSHIP

NAME

PHONE NUMBER

RELATIONSHIP

### SPECIAL SKILLS AND QUALIFICATIONS

List special training, achievements and/or social/civic activities:

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List special skills:

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**EMPLOYMENT**

Please list all employers starting with the most recent, including military. Attach an additional sheet of paper or resume, if applicable.

<b>EMPLOYER 1</b>	COMPANY NAME	PHONE NUMBER
FROM (month/year)	ADDRESS	
TO (month/year)	CITY	STATE ZIP CODE
STARTING SALARY	JOB TITLE	
FINAL SALARY	SUPERVISOR'S NAME AND TITLE	
MAY WE CONTACT	DUTIES	
REASON FOR LEAVING		

<b>EMPLOYER 2</b>	COMPANY NAME	PHONE NUMBER
FROM (month/year)	ADDRESS	
TO (month/year)	CITY	STATE ZIP CODE
STARTING SALARY	JOB TITLE	
FINAL SALARY	SUPERVISOR'S NAME AND TITLE	
MAY WE CONTACT	DUTIES	
REASON FOR LEAVING		

<b>EMPLOYER 3</b>	COMPANY NAME	PHONE NUMBER
FROM (month/year)	ADDRESS	
TO (month/year)	CITY	STATE ZIP CODE
STARTING SALARY	JOB TITLE	
FINAL SALARY	SUPERVISOR'S NAME AND TITLE	
MAY WE CONTACT	DUTIES	
REASON FOR LEAVING		

**EDUCATION**

<b>SCHOOL &amp; LOCATION</b>	<b>YEARS COMPLETED</b>	<b>DIPLOMA/ DEGREE</b>	<b>MAJOR</b>	<b>MINOR</b>
GRADE SCHOOL				
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
GRADUATE SCHOOL				
TECHNICAL/VOCATIONAL SCHOOL				

LIST SPECIAL HONORS AND/OR EXTRACURRICULAR ACTIVITIES

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**APPLICANT'S STATEMENT** *(Please read carefully)*

I certify that the answers given herein are true and correct. I understand and agree that a false statement or answer or omissions is sufficient grounds to reject my application or, if hired, to terminate my employment.

I authorize the North Suburban YMCA to fully investigate all information required of me or disclosed by me in this application or regarding my suitability for employment, including without limitation my qualifications, character, performance, and/or ability. I release the entity or individual from any liability regarding such investigation by the North Suburban YMCA. I hereby authorize all employers, educational institutions and other entities or individuals to disclose to the North Suburban YMCA all information regarding my current and prior activity.

I understand and agree that neither this application nor any other (oral or written) policy statement of the North Suburban YMCA is intended to be or creates a contract of employment or other contract right(s) in me. If offered employment, I understand that the employment offered is subject to termination by the North Suburban YMCA or me at any time, with or without cause or prior notice. I also understand that no one has authority to offer me employment other than "terminable at will" employment.

I understand that, if hired, my employment will be subject to a 90-day evaluation period, and that completion of the 90-day evaluation period does not in any way alter the "terminable at will" nature of my employment.

If hired, I will comply with the North Suburban YMCA policies, rules and regulations and I understand that my agreement to comply with those matters does not create contract rights in me.

I understand that federal law requires the North Suburban YMCA not to employ the individuals who are not authorized to work in the United States. I understand that, if hired, I will be required to timely submit the legally required documentation that I am authorized to work in the United States, and that failure to timely submit such documentation will result in my immediate termination of employment.

I have read in full, understand and agree to the foregoing statements and conditions.

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SIGNATURE OF APPLICANT

DATE

We build strong kids, strong families, strong communities.

