

APPLICATION FOR EMPLOYMENT

YMCA of Talbot County Inc.
202 Peachblossom Road
Easton, MD 21601

Personal Information: Please print-

Name: _____ SS#: _____ Today's Date: _____
Last First MI

Present Address: Street/PO Box _____ City/State/Zip _____

Previous Addresses: Street _____ City/State/Zip _____

Any more previous addresses please use additional piece of paper.

Daytime Phone: _____ Evening Phone: _____

Are you 18 years of age or older? Yes No Are you eligible to work in the USA? Yes No

Do you have a valid driver's license? Yes No Driver's License #: _____ State: _____ Exp: _____

Position applied for: _____ Expected rate/salary: _____ HR _____ YR _____

Type of work: FT PT Temporary

Education:	School Name	Address	Course of Study	Cert., Diploma, or Degree	Did you
Graduate?					

High School: _____

Business or Tech Schl.: _____

University/College: _____

Graduate Schl.: _____

Personal References:

Name	Address	Phone	Relationship
1.			
2.			
3.			

Employment Information:

1. Present/Last Employer: _____ Type of Business: _____

Address: _____ Phone #: _____

Job Title: _____ Job Duties: _____ Pay: _____

Employment Dates: From _____ to _____ Reason for leaving: _____

Supervisor Name/Title: _____ May We Contact Supervisor? Yes No

2. Previous Employer: _____ Type of Business: _____

Address: _____ Phone #: _____

Job Title: _____ Job Duties: _____

Supervisor Name/Title: _____ May We Contact Supervisor? Yes No

3. Previous Employer: _____ Type of Business: _____

Address: _____ Phone #: _____

Job Title: _____ Job Duties: _____

Supervisor Name/Title: _____ May We Contact Supervisor? Yes No

How would your past supervisor(s) rate your job performance:

Excellent Above Average Average Somewhat below average I don't know

How would your attendance in missed days of work per year be described:

Never 1-2 days per year 3-5 days per year 6-10 days per year more than 10 days per year

How often would your supervisor say you were late for work:

Never 1-2 days per year 3-5 days per year 6-10 days per year more than 10 days per year

List any special skills, technical expertise, or capabilities you have that would relate to the position for which you apply:

List any job-related or special recognition you have received: _____

Have you ever been convicted of a felony (excluding any record or conviction that has been judicially sealed, expunged, eradicated, or dismissed)? Yes No If yes, please describe: _____

Date available to begin work: _____

I have answered all questions to the best of my ability. If employed, I realize that false information will be grounds for immediate dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I understand that upon a conditional offer of employment, I may be required to pass a physical examination performed by a doctor selected by the YMCA of Talbot County Inc., submit to a test for the presence of alcohol or drugs in my system prior to and at any time during my employment with just cause, and provide proof of eligibility to work (legal work status). I also understand that I may be required to take other tests; such a personality, honesty and aptitude tests prior to and during my employment with just cause. I understand that the YMCA of Talbot County Inc. may investigate my driving record, my criminal background and a consumer credit report.

By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the YMCA of Talbot County Inc. and myself. Should this application result in my employment, I will be employed at will. This means that I have a right to terminate my employment at any time and for any reason and the YMCA of Talbot County Inc. retains a similar right.

I hereby acknowledge that I have read and understand each of the above statements.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

Signature

Date