

Office Use Only

HR _____
Supv. _____ Date _____
Supv. _____ Date _____
Supv. _____ Date _____



Date: _____

ROCHESTER AREA FAMILY Y

(Herein described as RAFY) APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the RAFY to comply with all applicable federal, state and local legislation concerning equal opportunity in employment.

To help us learn about your experience, abilities, and interests, please complete this Application for Employment as thoroughly as possible.

PERSONAL INFORMATION

NAME: Please PRINT or TYPE		Telephone #	Alternate/Business # + ext.
ADDRESS: Street Number and Name, City, State, Zip Code			Number of years at present address?
PREVIOUS ADDRESS: Street Number and Name, City, State, Zip Code			Number of years at previous address:
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If hired, can you provide proof that you are of legal age? <input type="checkbox"/> YES <input type="checkbox"/> NO		If hired, do you have a reliable means of transportation to get to work? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been convicted of a felony, or for child abuse or sex-related crimes? (Do not include marijuana related convictions which occurred more than two years prior to the date of this application) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain: (A conviction will not necessarily disqualify you.)			
If you are applying for a specific position, please refer to the appropriate job description. Are you able to perform all of these tasks with or without an accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Please describe below which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need:			

EMPLOYMENT DESIRED

Type of POSITION desired:			Date Available			Salary Desired		
Please indicate below the areas you are interested in working in:								
<input type="checkbox"/> Youth Sports <input type="checkbox"/> Teen <input type="checkbox"/> Aquatics <input type="checkbox"/> Fitness Center <input type="checkbox"/> Personal Trainer <input type="checkbox"/> Facility Manager			<input type="checkbox"/> Business Office/Front Desk <input type="checkbox"/> Administrative Assistant <input type="checkbox"/> Kids Care <input type="checkbox"/> Day Camp <input type="checkbox"/> Service Center			<input type="checkbox"/> LINK <input type="checkbox"/> Y Mentors <input type="checkbox"/> Other (Please specify) _____		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time			Please indicate hours available below:					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
Are you presently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, may we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO								
Have you ever applied at the RAFY before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?				Have you ever been employed by the RAFY before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, when?				
How were you referred to the RAFY: <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee Referral -Name of Employee: _____ <input type="checkbox"/> Walk-In <input type="checkbox"/> Agency <input type="checkbox"/> Other (please specify below) _____								

EDUCATION AND TRAINING

SCHOOL NAME & LOCATION	Years Attended From To	Graduate? (Yes/No)	What Degree	Major Subject/ Total Hours (if applicable)
Elementary				
High School				
College/University				
College/University				
Highest Degree Earned (Circle one number only): 1. High School 2. Associate 3. Bachelor 4. Master 5. Doctorate				Overall College Scholastic Average
Additional Education, Vocational and/or Professional Information such as special areas of research or study, seminars, etc. Please attach any written resume or other summary of information that is relevant to the position for which you are applying. If familiarity with a foreign language is listed on the job description, please describe your foreign language skills below.				
Professional memberships, certificates or licenses held. (Exclude those indicating race, color, religion, sex, sexual orientation, national origin, age, physical or mental disability or labor organization affiliations.) Supplement this information by written attachment if applicable.				
<input type="checkbox"/> Typing _____ WPM	<input type="checkbox"/> Computer Skills, i.e. Lotus 1,2,3; Wordperfect, etc.:	<input type="checkbox"/> Other machines requiring special skills:		

U.S. MILITARY SERVICE DATA

Branch:
List Special Training or Skills:

EMPLOYMENT DATA

****Section must be complete for application to be considered****

PLEASE LIST IN ORDER OF MOST RECENT EMPLOYMENT FIRST			
Company Name		Phone No. *include area code	Dates of Employment From (Mo/Yr) - To (Mo/Yr)
Address (Include Street, City, State, Zip Code):			
Job Title-Start	Job Title-Final	Starting Salary	Final Salary
Supervisor (Name & Title)		Reason For Leaving:	
Description of Job Duties			
Company Name		Phone No. *include area code	Dates of Employment From (Mo/Yr) - To (Mo/Yr)
Address (Include Street, City, State, Zip Code):			
Job Title-Start	Job Title-Final	Starting Salary	Final Salary
Supervisor (Name & Title)		Reason For Leaving:	
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Address (Include Street, City, State, Zip Code):			
Job Title-Start	Job Title-Final	Starting Salary	Final Salary
Supervisor (Name & Title)		Reason For Leaving:	
Description of Job Duties			

REFERENCE DATA

PROFESSIONAL/WORK REFERENCES WE MAY CONTACT

Name	Address	Area Code	Phone
1.			
2.			
3.			

PRE-EMPLOYMENT CERTIFICATION

I understand that this application is only valid for the position applied for at present and that the RAFY is not obligated to retain or consider this application for future openings.

Initial

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the RAFY to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefrom.

Initial

If employed by the RAFY I will abide by RAFY policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work.

Initial

If I am offered employment, I understand and agree that I may be required to undergo a physical examination at the RAFY's expense and that my offer of employment may be conditioned by that examination. I agree to authorize release of all results or information obtained from such physical examinations.

Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by the RAFY. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by the RAFY storage areas provided for me (locker, desk, etc.) are open to investigation by the RAFY without prior notice to me.

Initial

If I am employed by the RAFY I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of the RAFY or myself. I understand that, other than the President of the RAFY no manager, supervisor or representative of the RAFY has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the President of the RAFY has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the RAFY.

Initial

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My signature below certifies that I have read and understand the foregoing and to the best of my knowledge and belief, the information on this form is true and correct.

My signature below also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between me and the RAFY concerning the nature of my employment, if any, by the RAFY and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and the RAFY. I understand and agree that, except as noted above, no person who is either an agent or employee of the RAFY may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Applicant Signature

Date of Application

AFFIRMATIVE ACTION FORM

Government Agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or later advancement in employment.

Sex: ___ Male ___ Female

Race/Ethnicity:

___ **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment

___ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

___ **Black or African American** - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

___ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

___ **White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ **Hispanic or Latino (White race only)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

___ **Hispanic or Latino (all other races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

___ **Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

Veteran: ___ Veteran
