



Welcome to the YMCA of Columbia-Willamette

9500 SW Barbur Blvd., Suite 200, Portland, OR 97219

The YMCA (Young Men's Christian Association) of Columbia-Willamette is an association of **people who are passionately committed to our vision and mission**. Our culture, based on our Christian heritage, is welcoming and accessible to all. The YMCA of Columbia-Willamette embraces all individuals of all faiths and backgrounds. Thank you for considering employment at the YMCA.

EMPLOYMENT APPLICATION

Child Care Staff Only

CCD Registry Number: _____

Date Verified: _____

Expiration Date: _____

Staff Initials: _____

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.

Specify Position Applying For: _____ Today's Date: _____

How did you hear of this job opportunity? _____

APPLICANTS: In order to be considered for employment, this application must be completed in its entirety. Please remember to print clearly and to read and sign on the last page.

Name: _____ Home phone: _____
First/ Middle/Last

Street address: _____ City: _____ State: ____ Zip: _____

Mailing address: _____ City: _____ State: ____ Zip: _____

Cell phone or message phone: _____ Email address: _____

Referred by: (if you were referred by a YMCA of Columbia-Willamette employee) _____

Please check the box if you prefer to receive 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:	Beginning date:	End date:
Address:	Supervisor:	
	Supervisor phone:	
Your Title:	Hours/week (average)	
Duties/Responsibilities:	Paid: Y N	Unpaid: Y N
Reason for leaving or for considering a change:	May we contact this employer? Y N	

Employer:	Beginning date:	End date:
Address:	Supervisor:	
	Supervisor phone:	
Your Title:	Hours/week (average)	
Duties/Responsibilities:	Paid: Y N	Unpaid: Y N
Reason for leaving or for considering a change:	May we contact this employer? Y N	



Employer:	Beginning date:	End date:
Address:	Supervisor:	
	Supervisor phone:	
Your Title:	Hours/week (average)	
Duties/Responsibilities:	Paid: Y N	Unpaid: Y N
Reason for leaving or for considering a change:	May we contact this employer? Y N	

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

Employer: _____ Your title: _____

Address: _____

Dates of employment: _____ Reason for leaving: _____

Employer: _____ Your title: _____

Address: _____

Dates of employment: _____ Reason for leaving: _____

Employer: _____ Your title: _____

Address: _____

Dates of employment: _____ Reason for leaving: _____

Employer: _____ Your title: _____

Address: _____

Dates of employment: _____ Reason for leaving: _____



Education

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

Additional Information

Professional Memberships and Affiliations: _____

Professional and Trade Licenses: _____

Have you ever been employed by the YMCA? When? _____

Where? What position did you hold? _____

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

___ Yes ___ No If no, please explain: _____

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.

Please list three (3) personal references and telephone numbers (one must be a relative):

Name: _____ Phone: _____ Relationship: _____

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Name: _____ Phone: _____ Relationship: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION

YMCA of Columbia-Willamette is an equal opportunity employer committed to a policy of non-discrimination. Every effort will be made to ensure all employment decisions, company programs, and personnel actions are administered without regard to race, color, religion, national origin, sex, age, physical or mental handicap, veterans status, sexual orientation or gender identity. (___ 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 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)

I 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; position(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. I 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: _____



Mission: YMCA of Columbia-Willamette Mission: 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.

Vision: Strong Communities Inspired through Family, Fitness, Faith and Fun

Culture of Inclusion:

Culture of Inclusion: The YMCA of Columbia-Willamette staff, volunteers, members, participants and guests thrive in culturally diverse and vibrant communities. The YMCA of Columbia-Willamette embraces all individuals and families and is inclusive and welcoming to all people regardless of the following protected classes: Ability, Age, Background, Ethnicity / race, Faith, Gender, Gender identity, Gender expression, Sexual orientation, Income, HIV or Hepatitis C, Breastfeeding, Whistleblower, The presence of sensory, mental, or physical actual Disability or perceived Disability, Marital status/familial status and/or Sex / Pregnancy. The YMCA believes that, in a diverse world, we are stronger when we are inclusive, when our doors are open to all, and when everyone has the opportunity to be part of the YMCA of Columbia-Willamette mission and our cause. Our staff and volunteers are members of these communities we serve and are integral to ensuring that the YMCA of Columbia-Willamette remains a vital resource to our members.

To fulfill our mission, we recruit, develop and maintain a diverse workforce in an environment of mutual support, encouragement, accountability, compassion and forgiveness.

Please consider our Mission and Vision while answering the question below.

To fulfill our mission, we recruit, develop and maintain a diverse workforce in an environment of mutual support, encouragement, accountability, compassion and forgiveness.

As part of the application process, in one page or less please answer the question below:

The YMCA of Columbia-Willamette's mission is 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. Please provide an example of how you would incorporate the mission of the YMCA in the job for which you are applying?