



THE MOST REWARDING PART OF THIS JOB
DOESN'T HAPPEN ON PAY DAY,
IT HAPPENS EVERY DAY

PLEASE READ THIS SECTION BEFORE COMPLETING THE APPLICATION

This Valley of the Sun YMCA does not discriminate in the recruitment, hiring and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age, sexual orientation or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

Position applying for _____ Preferred branch _____

I am interested in: Full-time Part-time Limited (less than 20 hours per week) Seasonal

Number of hours available _____ Dates available to work _____

General Information

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell/Work Phone _____ E-Mail Address _____

Are you authorized to work in the United States Yes No

*If hired, you will be required to furnish proof of employment eligibility.

Have you ever worked for a YMCA before: Yes No If so, where _____ when _____

How did you hear about the YMCA: Employee Referral Advertisement School Drop in Agency

Other (Please explain) _____

*Answering yes to the following questions does not constitute a bar to employment.

Have you ever pled guilty to, or been convicted of, a felony? Yes No (If yes, please explain below)

Have you ever been involuntarily discharged, asked to resign a position or failed to be reemployed? Yes No
(If yes, please explain) _____

Have you had any moving violations in the last 12 months? Yes No If yes, how many? _____

Do you have an Arizona Driver's License? Yes No

Do you currently have automobile insurance? Yes No

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Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone	Dates of Employment	
Address	City	State	Zip Code
		From	To
Title		Starting Compensation	
Primary Responsibilities		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
		\$	per
		Ending Compensation	
Reason for leaving		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
		\$	per
Name and Title of Immediate Supervisor		May we contact this employer?	

Employer	Telephone	Dates of Employment	
Address	City	State	Zip Code
		From	To
Title		Starting Compensation	
Primary Responsibilities		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
		\$	per
		Ending Compensation	
Reason for leaving		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
		\$	per
Name and Title of Immediate Supervisor		May we contact this employer?	

Employer	Telephone	Dates of Employment	
Address	City	State	Zip Code
		From	To
Title		Starting Compensation	
Primary Responsibilities		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
		\$	per
		Ending Compensation	
Reason for leaving		<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary
		\$	per
Name and Title of Immediate Supervisor		May we contact this employer?	

Education

Starting with the most recent school attended, please provide the following information.

School (Include City and State)	Years Completed	Graduated Y/N	Degree

Skills and Qualifications

Describe any volunteer work, other experience, interest, training or honors received in connection with your service to any organizations which you consider relevant to your ability to perform this job. _____

List any equipment, machinery or special skills relative to your ability to perform the functions of the position for which you are applying. Include skill level and/or years of experience. _____

References – Please include one family member reference.

Name	Title	Relationship to You	Phone Number	How long have you known this person?

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Send completed applications to Valley of the Sun YMCA, Attention Human Resources – 350 N. 1st Avenue, Phoenix, AZ 85003 or fax to (602) 254-0114.

Applicant Statement

I hereby certify that the information provided on this application is accurate to the best of my knowledge and subject to verification by the Valley of the Sun YMCA. I authorize the schools, persons, previous employers, agencies and other organizations named in this application to provide the Valley of the Sun YMCA (its authorized employees, agents or representatives) with any relevant information that may be required to arrive at an employment decision and hereby release any such schools, persons, employers, agencies and organizations from any and all liability which they might otherwise incur as a result. I understand that any misrepresentation or omission of a material fact on my application may be justification for refusal of employment.

In the event I am employed, I understand that all employees are subject to termination at the discretion of the Valley of the Sun YMCA for cause or no cause. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and, if I choose to give proper notice of termination, the association may either permit me to continue my employment during the notice period or may accept my resignation immediately.

I understand that, in the event I am employed by the Valley of the Sun YMCA, my compensation, hours of employment and all other terms and conditions of employment are subject to modification or change by the Valley of the Sun YMCA at its discretion. In the event of my employment, I will comply with all rules and regulations as set forth in the Valley of the Sun YMCA's policy manual or other communications distributed to employees and understand a condition of my continued employment will be my compliance with the Valley of the Sun YMCA's controlled substance abuse and testing policy. I have read, understand and support the Valley of the Sun YMCA's position on the problem of child abuse.

I authorize the Valley of the Sun YMCA to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

I also understand that my employment is conditional upon my satisfactorily passing a drug screening, if requested, to be given by a physician or registered nurse or similar vendor selected by the Valley of the Sun YMCA, and until other documents required by law are completed, and until information given by me has been verified.

I further understand that it is the Valley of the Sun YMCA's policy to secure conviction criminal history information as a part of the employment process for applicable positions. I understand that the Valley of the Sun YMCA does not condone child abusers and the Valley of the Sun YMCA will be seeking information in my background related to child abuse if employed in an applicable position.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read the above statement and accept the same as a condition of my employment with the Valley of the Sun YMCA.

Signature of Applicant _____ *Date* _____

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The Valley of the Sun YMCA's Position on the Nationwide Problem of Child Abuse

THE VALLEY OF THE SUN YMCA MAKES AN ACTIVE EFFORT TO PREVENT CHILD ABUSE.

Some examples may include, but are not limited to:

- ↳ A thorough background check, including but not limited to, criminal background checks, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character and extra-curricular activities.
- ↳ The Valley of the Sun YMCA does not condone child abusers and this YMCA will be seeking information in an applicant's background related to child abuse.
- ↳ Allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation.
- ↳ Programs are structured so that no staff member is left alone with children.
- ↳ Periodic interviews and evaluations are conducted with children and parents about day to day experiences, encouraging reports of anything out of the ordinary.
- ↳ Staff will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- ↳ Testing for illegal substances.
- ↳ Psychological testing.

The Valley of the Sun YMCA's goals for all programs are:

- ↳ To support and strengthen the family unit.
- ↳ To help children develop to their fullest potential.
- ↳ To deliver the program in a positive YMCA environment of safety, support and care.

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DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CHILD ABUSE PREVENTION STATEMENT.

I certify that I have read the above statement and accept the same as a condition of my employment with the Valley of the Sun YMCA.

Signature of Applicant _____ Date _____

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Valley of the Sun YMCA Staff Code Of Ethics

1. Staff will never leave a child unsupervised.
2. Except during an emergency situation, a staff member is not to be alone with children and is never to be alone with one child.
3. Staff will not abuse children. Including but not limited to:
 - 👉 Physical Abuse - striking, spanking, shaking, slapping
 - 👉 Verbal Abuse - humiliating, degrading, threatening
 - 👉 Sexual Abuse - including inappropriate touching
 - 👉 Mental Abuse - shaming, withholding love
 - 👉 Neglect - withholding food, water, basic care
4. Using, possessing or being under the influence of alcohol or illegal drugs prior to or during working hours is not allowed.
5. Smoking or use of tobacco products during working hours is prohibited.
6. Staff must appear neat, clean and appropriately attired. Adhere to the Dress and Grooming Policy.
7. Staff will treat all children equally regardless of race, religion or culture and will respond to children with respect and consideration.
8. Staff will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition.
9. Staff will abstain from humiliating or frightening discipline techniques.
10. Staff will not use profanity on campus or in the presence of children or parents.
11. Staff will refrain from intimate displays of affection toward others on campus or in the presence of children, parents and other staff members.
12. Monetary and expensive gifts to staff are prohibited. Likewise, staff may not give gifts to children they meet at the Valley of the Sun YMCA.
13. While the Valley of the Sun YMCA does not discriminate against an individual's lifestyle, we will require that in the performance of their job, they will abide by the standards of conduct set forth by the Valley of the Sun YMCA.
14. Staff must be free of physical and psychological conditions that might adversely affect children's health, including significant fevers or contagious conditions.
15. Staff will portray a positive role model for youth, including but not limited to, maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
16. Fraternalizing (socializing or associating) with program participants who are under the age of 18 outside of Valley of the Sun YMCA activities is forbidden (such as babysitting, private lessons, etc). Any exception to this policy requires written approval by the CEO/President/Executive Director or designee.
17. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
18. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CODE OF ETHICS STATEMENT.

I certify that I have read the above statement and accept the same as a condition of my employment with the Valley of the Sun YMCA. I understand that any violation of the Code of Ethics may result in termination.

Signature of Applicant _____ *Date* _____