

MONROE FAMILY YMCA

VOLUNTEER APPLICATION

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to help us meet the needs of the kids, families, and adults who live in the Monroe community.

We know that your time and talents are precious, and we want every minute you spend with us to be worthwhile. That's why we're asking you to take a few minutes to complete this application. It will help us match your skills and interests with the opportunities available.

You will find questions on this form about your background, former residences, places of employment and so on. We hope you'll understand that, unfortunately, there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent abuse. So even though we may know you well, we reserve the right to conduct background and reference checks on all volunteers. It's just one of the many ways we help protect children and other vulnerable people served by the YMCA.

The Monroe Family YMCA is an Equal Opportunity Employer. Applicants for all volunteer positions 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 Monroe Family YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity.

If you would like to join the YMCA team, please complete the attached application.

Thanks for your cooperation in this effort and your interest in the YMCA. If you have any questions about this or any part of our application process, please contact Evan Himes, Social Responsibility Director at (734) 241-2606 X239.



Monroe Family YMCA

APPLICATION FOR VOLUNTEER POSITIONS

Thank you for your interest in the YMCA!

We are an Equal Opportunity Employer. Applicants for all volunteer positions 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 Monroe Family YMCA to comply with all applicable federal, state and local legislation concerning equal opportunity.

If you would like to join the YMCA staff team, please complete the application below.

- Be sure to write legibly.
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign where applicable.

Personal Information

Date: _____ Date Available: _____
 Name: _____ E-mail: _____
 Present Address: _____ Number of Years at Present Address: _____
 Previous Address: _____ Number of Years at Previous Address: _____
 Telephone: Primary ____/____ Secondary ____/____ Other ____/____
 Volunteer Position Desired: _____

Are you 18 years of age or older? <i>(If not, you may be required to provide work authorization.)</i>	Yes No
If hired, can you provide verification of your legal right to work in the United States?	Yes No
Can you perform the essential functions of the position for which you are applying, with or without reasonable accommodation?	Yes No
Have you ever been convicted of a felony, or for child abuse or sex-related crimes? <i>(Do not include marijuana related convictions which occurred more than two years prior to the date of this application)</i> <i>(A conviction will not necessarily disqualify you.)</i> If Yes, Please Explain. _____ _____	Yes No

Notice to All Applicants: The YMCA enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously at the YMCA and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

Volunteer Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you previously volunteered at this YMCA or any other YMCA?					Yes	No
If yes, when? At which locations?						
Have you previously volunteered at this YMCA or any other YMCA?					Yes	No
If yes, when? At which locations?						
Do you have any relatives or household members currently working or volunteering for this YMCA?					Yes	No
If yes, name(s) and relationship:						
How did you hear about this opening?				YMCA staff referral	YMCA member	
Name of referral source:			School	Advertisement		
				Walk-in	Other _____	
				YMCA website		

Education & Training

Educational Background

	Name of School	City, State	Diploma Awarded	Degree	Major
<input type="checkbox"/> High School <input type="checkbox"/> GED			Yes No In Progress		
College			Yes No In Progress		
Graduate School			Yes No In Progress		
Vocational/ Other			Yes No In Progress		

Describe any non-employment experience such as school or volunteer activities:

Safety & Job Specific Certifications

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

Employment History

List all previous employment during the past seven years starting with the most recent.
Use additional sheets if needed.

Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
Address		To: __/__/__	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
Address		To: __/__/__	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
Address		To: __/__/__	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
Address		To: __/__/__	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: __/__/__	Summarize the nature of the work performed and job responsibilities.
Address		To: __/__/__	
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please explain any gaps in your employment history.			
What other business experience, personal experience or training have you had that may have prepared you for a volunteer position?			

Personal References**Do not list relatives or past employers.**

Name: _____ Relationship: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ / _____ Alternate #: ____ / _____

Name: _____ Position: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ / _____ Alternate #: ____ / _____

Name: _____ Position: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____ / _____ Alternate #: ____ / _____

Application Acknowledgement and Authorization

Please read all statements and sign below:

____ (Initial) I understand this application is only valid for the position applied for at present and that The Monroe Family YMCA 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 Monroe Family YMCA 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 there from.

____ (Initial) If employed by The Monroe Family YMCA I will abide by YMCA policies and rules. I understand 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 Monroe Family YCMA'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 Monroe Family YMCA. 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 Monroe Family YMCA, storage areas provided for me (locker, desk, computer, etc.) are open to investigation by the YMCA without prior notice to me.

____ (Initial) If I am employed by The Monroe Family YMCA, I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of The Y or myself. I understand that, other than the CEO of The Monroe Family YMCA no manager, supervisor or representative of The Y 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 CEO of The Monroe Family YMCA 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 Monroe Family YMCA.

____ (Initial) I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States.

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 the application. This application contains all the understanding and agreements between me and The Monroe Family YMCA concerning the nature of my employment, if any, by The Y and the superseded all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations and promises, express or implied, between me and The Y. I understand and agree that, except as noted above, no person who is either an agent or employee of The Monroe Family YMCA may modify, delete, vary or contradict, whether orally or in writing, the terms and conditions set forth herein.

Signature: _____

Date: _____

Interests

Please tell us about yourself so that we may be able to match your interests and talents to help make your volunteer experience the best it can be.

How did you learn about volunteer opportunities at the YMCA? _____

Why would you like to volunteer? _____

Have you heard about any particular volunteer opportunities that interest you? _____

Would you like to talk to someone further about what kinds of volunteer opportunities might match your skills, talents, and interests? _____

Are there any particular skills, talents, or interests you'd like to share? _____

What other organizations have you volunteered for, if any? _____

Are you a member of the YMCA? (Membership is not required) _____