

EDUCATION

School	Name and Address of School	Course of Study	Number of Years completed	Graduate (yes or no)
High School				
Undergraduate College				
Graduate/ Professional				
Other (specific)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military assignments and gaps in employment

Employer	Dates Employed		Work Performed (job duties)
Address	From	To	
Telephone Number			
Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for leaving			

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Telephone Number			
Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for leaving			

SKILLS AND QUALIFICATIONS – Describe any volunteer work, interest, hobbies, sports, training, honors and other experiences relevant to your ability to perform the job sought:

List any foreign language (s) that you can speak, read or write: _____

Certifications	Level	Organization	Expiration date
CPR			
FIRST AID			
TEACHER			
LIFEGUARD			
SWIM INSTRUCTOR			
OTHER			

PERSONAL/WORK REFERENCES – Please list three references who know your character and/or work habits. Please include one family member and one work supervisor.

NAME	TELEPHONE	OCCUPATION/TITLE	YEARS KNOWN

List any other information you would like us to consider:

OUR MISSION STATEMENT –The YMCA of Metropolitan Hartford, Inc. is an association open to all, and committed to helping people develop their God-given potential in spirit, mind, and body. Our commitment is based on the belief that the purpose of this three-fold development is to live out the values of our Judeo-Christian heritage including caring, honesty, respect and responsibility.

The facts set forth in my application for employment are true, correct and complete. I understand that if employed, false, misleading or incomplete statements on this application shall be considered sufficient cause for dismissal. I hereby authorize the YMCA to take appropriate steps to verify the information given above. I further understand that no promises have been made to me regarding employment, and if I am offered a position, I consent to pre-placement examination and any other examinations required as a condition of employment. In addition, I am willing to undergo post-offer, pre-employment substance abuse screening and Federal and State criminal background checks.

Signature

Date

YMCA of Metropolitan Hartford, Inc.

Employment/Volunteer Verification Release

APPLICANT'S AUTHORIZATION

I, _____, hereby authorize all current and former employers, educational institutions, and organizations where I have provided volunteer services to furnish the YMCA of Metropolitan Hartford, Inc. ("YMCA") or it's designees with any information requested concerning me which is on record or otherwise, and do hereby release all former employers, educational institutions, organizations where I have provided volunteer services and individuals working on their behalf, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

I, _____, hereby authorize the YMCA and any and all individuals working on it's behalf to release any information concerning me which is on record or otherwise, requested by current or future employers, educational institutions, or other appropriate institutions and individuals regarding my performance as a current or former employee or volunteer of the YMCA and do hereby release the YMCA and any and all individuals working on it's behalf, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

My signature below indicates that I have read, understand, and agree to the above release:

Signature of Employee or Volunteer

Date