

Internal Application Form

We're for youth development, healthy living and social responsibility



Thank you for your contribution to the YMCA of the Foothills and your interest in growing with us!

The YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to apply for a new or additional role(s) at the YMCA of the Foothills, please complete the application below, obtain approval from your supervisor(s), and submit the application to Human Resources.

- 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.

Internal Applications will be accepted if the applicant meets the following conditions:

- Employee has successfully completed their introductory period
- Employee has not had any disciplinary warnings in the previous 6 months
- Employee is not on a current Performance Improvement Plan
- Current manager or supervisor approves the application (see last page)

Personal Information

Position Applying For: _____ Date: _____

Current Position _____ Desired Salary: _____ Hire Date: _____

NAME: _____ E-mail: _____

Last First MI

Telephone: _____ Mobile: _____

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation?

Yes No

As a means of accommodation to persons with disabilities that prevent them from completing this application, confidential assistance may be obtained by contacting the Director of Human Resources at extension 228.

Emergency Contact

NAME: _____ E-mail: _____

Last First MI

Telephone: _____ Mobile: _____

Relationship to Employee: _____

PLEASE READ CAREFULLY

As indication that you have read and understood each applicable section, PLEASE INITIAL in the spaces provided below

INITIAL HERE	<p>For all part-time employees who are requesting work in additional departments/roles</p> <p>I understand that if I am offered this position, I am not to exceed 8 hours in a work day and 35 hours in a work week unless it is specifically authorized by the appropriate supervisor/manager. I understand it is my responsibility to notify my supervisor(s) if my schedule conflicts with what is stated above and if my proper break periods have not been taken. In addition, I will be exempt from the split shift premium due to my request for additional hours in a separate role.</p>
INITIAL HERE	<p>For all applicants applying for positions at the Learning Tree Preschool or management positions:</p> <p>I understand that selected positions may require additional background checks. I hereby authorize and request any law enforcement agency to furnish bearer with criminal history and identity check information in their possession regarding me in connection with my employment or volunteer position(s) at the YMCA of the Foothills. I understand this authorization is to be part of the written employment and/or volunteer application. I understand the YMCA of the Foothills requires background checks for the purpose of evaluating me for employment or volunteerism, promotion, reassignment, reclassification, transfer or retention as an employee or volunteer.</p>

I have not knowingly withheld any information that might adversely affect my chances for consideration and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Signature of Applicant _____ Date _____

Employment Information

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please explain how your work experience, skills, qualifications and training make you a suitable candidate for the position. Give details of any major achievements or initiatives you have taken while working for the YMCA of the Foothills.

What other business experience, personal experience or training have you had that may have prepared you for this position?

Employment Information continued

Primary Role	Branch	Summarize the nature of the work performed and job responsibilities.
Immediate Supervisor and Title	Dates in Role From: ____ To: ____	
Additional Role	Branch	Summarize the nature of the work performed and job responsibilities.
Immediate Supervisor and Title	Dates in Role From: ____ To: ____	
Additional Role	Branch	Summarize the nature of the work performed and job responsibilities.
Immediate Supervisor and Title	Dates in Role From: ____ To: ____	

Education & Training

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

Safety & Job Specific Certifications			
Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration

The mission of the YMCA of the Foothills is to organize, develop, finance, and conduct programs for an association of persons of all ages that will, by putting Christian principles into practice, enrich the quality of their lives spiritually, mentally, physically and socially.

Please provide a copy of this page to your supervisor(s).

Employees who currently report to multiple supervisors must provide a copy of this page to each current supervisor.
Internal applications will not be accepted without supervisor's approval.

Employee Name: _____

Date: _____

Position applying for: _____

To be completed by the employee's supervisor(s) listed on page 2 of this application

Do you support the employee's application for this vacancy?

Yes No

Has the employee successfully completed their introductory period?

Yes No

Has the employee been issued any disciplinary warnings in the previous 6 months?

Yes No

Is the employee currently on a Performance Improvement Plan?

Yes No

Comments:

Signature of Supervisor _____

Date _____