



# VOLUNTEER APPLICATION WESTFIELD AREA YMCA

Position(s) being applied for: \_\_\_\_\_

*We consider each application without regard to sex, race, creed, color, religion, national origin, ancestry, age, marital, civil union or domestic partner status, gender, gender identity or expression, sexual or affectional preference, transgender status, disability, income, atypical hereditary cellular or blood trait, genetic information or testing, handicap, military or veteran status or any other legally protected characteristic under applicable federal, state or local laws. Reasonable accommodations will be made for applicants with disabilities and qualified volunteers.*

### \*\* Notice to Applicants \*\*

The Westfield Area Y maintains a "zero tolerance" for child abuse and/or substance abuse.

Criminal background check and other federal or state screenings for child abuse and other criminal convictions will be conducted.

Screening tests for alcohol and illegal drug use may be required before volunteering and during volunteering at the Westfield Area YMCA.

**Please type or print. Application must be completely filled out in order to be considered.**

### Personal Data

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Previous residence (Address, City, State, Zip): \_\_\_\_\_

Previous residence (Address, City, State, Zip): \_\_\_\_\_

Previous residence (Address, City, State, Zip): \_\_\_\_\_

• Have you previously worked for any Y?  Yes  No If yes, when \_\_\_\_\_  
Y Name & Address \_\_\_\_\_

• Do you have any pending criminal charges or have you ever pled guilty or been convicted of a crime, felony, disorderly persons offense, drunk driving offense? Do not include convictions that have been annulled, expunged or sealed by a court.

No  Yes, detail \_\_\_\_\_

Answering "yes" to these questions does not constitute an automatic bar to volunteering but will be considered in relation to the position sought.

### Volunteer's Availability

When are you available (check all that apply)?

\_\_\_ Mornings \_\_\_ Days \_\_\_ Evenings \_\_\_ Late Evenings \_\_\_ Weekends

Available start date? \_\_\_\_\_ Available hours? \_\_\_\_\_

**Employment & Volunteer History**

Provide information of your past and current employers or assignments, **starting with the most recent** (use additional sheets if necessary).

Employer _____ Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Address: _____		
Email Address: _____		
Job Title _____	Hourly Rates/ Salary Starting	
Immediate supervisor and title _____		\$ _____ per
Reason for leaving _____		
Employer _____ Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Address: _____		
Email Address: _____		
Job Title _____	Hourly Rates/ Salary Starting	
Immediate supervisor and title _____		\$ _____ per
Reason for leaving _____		
Employer _____ Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
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Email Address: _____		
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Reason for leaving _____		
Employer _____ Telephone (____) _____	Employed From _____ To _____	Summarize the type of work performed and job responsibilities
Address: _____		
Email Address: _____		
Job Title _____	Hourly Rates/ Salary Starting	
Immediate supervisor and title _____		\$ _____ per
Reason for leaving _____		

**Non-employment Record**

Include explanation of all lapses in employment on preceding page.

From		To		Reason
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	
Mo.	Yr.	Mo.	Yr.	

**Education**

School Name & Address (high school, college, trade)	Major Course or Degree Program	Diploma/Degree Received

**References**

List 6 references/people that know you well and can attest to your abilities and suitability for YMCA employment (**one reference must be a family member--all other references must be non-relatives**). **DO NOT LIST CURRENT EMPLOYEES OR BOARD MEMBERS AS REFERENCES.**

Name	Email address	Address and phone number	Relationship to you	Years Known
1.			FAMILY -	
2.				
3.				
4.				
5.				
6.				

**Additional Information**

Do you hold current CPR certification?

Yes No  
 Expire Date: \_\_\_\_\_

Do you hold current first aid certification?

Yes No  
 Expire Date: \_\_\_\_\_

Do you hold current lifeguarding certification?

Yes No  
 Expire Date: \_\_\_\_\_

**Other certifications:**

Type: \_\_\_\_\_ Expire Date: \_\_\_\_\_

Type: \_\_\_\_\_ Expire Date: \_\_\_\_\_

How did you find us? (if applicable)

- Walk-in
- YMCA Lawn Signs
- YMCA Website
- College Website/Job Fair
  - UCC  Kean Univ  Other\_\_\_\_\_
- Advertisement
  - NJN.Com  Indeed  Craig's List
  - TAP  Facebook  Other\_\_\_\_\_
- Referral \_\_\_\_\_
- Employee\_\_\_\_\_

**Volunteer’s Applicant Statement**

I certify that all information I have provided in order to apply for and secure a volunteer position with the Y is true, complete and correct, and I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Y's service, whenever it is discovered. Initial \_\_\_\_\_

I expressly authorize, without reservation, the Y, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Y, its agents, employees or representatives, for seeking, gathering and using such information in the volunteer employment process and all other persons, corporations, organizations for furnishing such information about me. I am aware that I have the right to make a written request for disclosure of the nature and scope of any report that may be ordered. Initial \_\_\_\_\_

I understand upon offer of a volunteer position, the Y will conduct a criminal background check prior to and during my volunteerism. Initial \_\_\_\_\_

I am not a child molester, abuser or pedophile; and have not been accused of being a molester or abuser. Initial \_\_\_\_\_

I understand that the Y does not discriminate in employing volunteers on the basis of race, color, veteran's status, religious creed, national origin, sex, ancestry, age or any other protected category; or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. The Y will give this application every reasonable consideration. However, in accepting it, the Y makes no commitment of volunteerism to the applicant. Initial \_\_\_\_\_

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the Y and still wish to be considered for volunteer opportunities, it may be necessary to reapply and fill out a new application. Volunteerism with the Y is volunteerism at will which means that volunteers may end their volunteerism at any time, for any reason; and that the employer (the Y) may terminate volunteers at any time for any reason, with or without cause. Initial \_\_\_\_\_

**I certify that I have read, fully understand and accept all terms of the foregoing volunteer applicant statement. Do not sign until you have read and initialed the above statements.**

\_\_\_\_\_  
**Signature of Volunteer Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent (if volunteer applicant is under 18 years of age)**

\_\_\_\_\_  
**Date**

**Parent Name (please print)** \_\_\_\_\_