



YMCA Employment/Volunteer Application Form

Applying for: Employment Volunteer

Position being applied for: _____

Date available to begin work: _____

PERSONAL DATA

Last Name _____ Given Name _____ Initial _____

Address _____ Apt. # _____

City _____ Province _____ Postal Code _____

Home Telephone # _____ Other Telephone # _____

Email Address _____

Are you over 18 years of age? Yes No

Are you legally entitled to work in Canada? Yes No

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as entire employment history. Additional information may be attached on a separate sheet.

EDUCATION

Highest grade or level completed _____

License, certificate, diploma or degree awarded? Yes No

Type: Community College University

Length of Program _____

Name of Program _____

Diploma/Degree Awarded _____

Major subject _____

Licenses or certificates awarded _____

WORK RELATED SKILLS

Describe any of your work related skills, experience or training that relate to the position being applied for.

YMCA Employment/Volunteer Application Form

EMPLOYMENT HISTORY

Function/Responsibilities	_____		
Name of present/last employer/job	_____		
Period of employment	From: _____	To: _____	
Function/Responsibilities	_____		
Name of present/last employer/job	_____		
Period of employment	From: _____	To: _____	
Function/Responsibilities	_____		
Name of present/last employer/job	_____		
Period of employment	From: _____	To: _____	

PROFESSIONAL REFERENCES

Two of three references must be unrelated to the YMCA of Owen Sound Grey Bruce

Name:	Title:	Relationship with candidate (i.e. supervisor, peer, personal reference):	Telephone and Email:
1			
2			
3			

Statement of Understanding

- I understand that as a volunteer/staff at the YMCA of Owen Sound Grey Bruce I am expected to conduct myself in a manner that is ethical, legal and that will reflect well upon the YMCA and that I will not put myself in a conflict of interest position.
- I understand that a Police Records Check and Vulnerable Sector Check will be required to be submitted for review prior to starting employment/volunteering.
- I hereby declare that the foregoing information is true and complete to my knowledge; I understand that a false statement may disqualify me from employment/volunteering or cause my dismissal.
- I do not have any accusations of misconduct against me and there is nothing known to me that could prevent me from doing the applied for work.
- I have no charges or convictions under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Records Act (Canada)* or under the *Youth Criminal Justice Act (Canada)*.

OR

- I am currently the subject of charges under the *Criminal Code of Canada* or I have been convicted of a criminal offence under the *Criminal Code of Canada* for which a pardon under the *Criminal Records Act (Canada)* or under the *Youth Criminal Justice Act (Canada)* has not been issued or granted. (In this case please provide the details below):
 - a) Date: _____
 - b) Court Location: _____
 - c) Charges/Conviction: _____

Have you attached an additional sheet? Yes No

Signature of Applicant	Date
Date received: _____	
References checked: _____ Staff Signature	Date

PRIVACY STATEMENT

The YMCA of Owen Sound Grey Bruce is committed to protecting personal information by following responsible information handling practices, in keeping with privacy laws. We collect, use and disclose personal data in order to better meet your service needs, to ensure a safe environment while you are visiting our centres, for statistical purposes, to inform you about the YMCA program or service in which you are registered, to complete payment transactions and to satisfy government and regulatory obligations. You may also hear from us periodically about other YMCA programs, services and opportunities that may interest and benefit you. We do not sell, trade or otherwise share our mailing lists. However, if at any time you wish to be removed from a Y mailing, simply contact us by phone (519) 376-0484. Please allow 15 business days to allow us to update our records accordingly.