



## 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.

\_\_\_\_\_  
\_\_\_\_\_

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### EMPLOYMENT HISTORY

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

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 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):
  1. 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.